

CITY OF OBERLIN JOB DESCRIPTION
Superintendent – General Maintenance Division

Title:	Superintendent - General Maintenance Division	Department:	Public Works
Supervisor:	Public Works Director	Positions Supervised:	Crew Chiefs, Collection Operators, Mechanics, Service Maintenance Workers & Seasonal Employees
Status:	Full-time	Civil Service Status:	Classified/Non-competitive
FLSA Status:	Exempt	Exemption Category:	Administrative
Bargaining Unit:	None	Schedule:	Regular business hours, evening meetings and other hours as needed.
Pay Grade:	6		

This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.

General Statement of Duties: The General Maintenance Division (“GMD”) Superintendent plans and directs all functions of the GMD. Such functions may include, but are not limited to: street maintenance and repair, storm water management, waste water collection, solid waste and recycling, and vehicle and equipment procurement, operations and maintenance. The GMD Superintendent supervises the division personnel in the performance of these functions. The GMD Superintendent performs various administrative duties, assists the Public Works Director in strategic planning for the division, and provides additional support to the Public Works Director as needed or assigned.

The GMD Superintendent shall function with a high degree of independence. He/she shall utilize sound professional judgment, demonstrate planning and organizational skills to establish and manage priorities, programs and staff for his/her functional area. The GMD Superintendent shall be committed to the mission, vision and values of the City and demonstrate ethical conduct, community stewardship, individual initiative and responsive service. The GMD Superintendent shall demonstrate effective performance through clear, concise communication; collaboration; proper allocation and utilization of resources; sound decision-making; personal accountability; and responsibility.

Minimum Qualifications: Requires a high school diploma, a college-degree is preferred, and at least five (5) years of previous experience in a related position involving direct supervisory responsibilities, or an equivalent combination of education and experience which provides the skills and abilities necessary to perform the job. The position requires a valid state of Ohio commercial driver’s license (including air brakes and tanker endorsement) or the ability to acquire one within 6 months of date of hire. A valid OEPA Class II Sanitary Sewer Collection Operator license or the ability to acquire same is preferred. An individual who poses a direct threat to himself/herself or others in the workplace will be deemed not qualified for this position.

Primary Job duties:

1. Supervision

- a. Provide direct supervision to full-time and seasonal division staff
- b. Determine work priorities and schedules; assign projects/tasks
- c. Monitor and evaluate performance of division employees
- d. Assess staff training needs; coordinate and/or provide staff training and development
- e. Assist Public Works Director in hiring and disciplining division staff
- f. Maintain records

2. Administration

a. General

- Assist Public Works Director and City Engineer in the planning and coordination of public works operations, maintenance, repairs and improvements
- Coordinate work with the other municipal departments/divisions, contractors and consultants, outside agencies and the public
- Plan, coordinate, schedule and supervise operations, maintenance, repair, improvement and capital projects including allocation of required personnel, payroll, equipment, materials and supplies
- Directly monitor and coordinate the work of consultants and contractors
- Assist Public Works Director with quality control and customer service issues relating to all GMD functions. Responds to requests for information about City services and takes appropriate actions to resolve issues.
- Develop and administer General Maintenance Division- related budgets including operating, capital and emergency expenditures
- Administer public sector procurement processes including preparing and reviewing bid documents and evaluating proposals for professional services, construction, goods and service contracts
- Develop and manage divisional safety program including assessing and addressing training needs
- Monitor and implement safety practices and procedures
- Review and analyze, improve and recommend for improvement the various services, processes, policies, procedures and standards of the General Maintenance Division
- Attend meetings to represent Public Works Director as directed

b. City Streets & Infrastructure

- Responsible for the day-to-day management and operations of the streets, sanitary and storm sewers and related infrastructure throughout the City of Oberlin, including but not limited to:
 - (1) Inspecting all phases of new construction including concrete and asphalt streets, curbs, sidewalks, storm sewers, sanitary sewers including lift stations and related improvements.
 - (2) Reviewing excavation permit applications. Scheduling and performing inspections on all excavations in the public rights-of-way
 - (3) Inspecting existing pavement, sanitary and storm sewers, bridges, and other public works infrastructure. Preparing inventories and condition assessments. Recommending alternatives for maintenance, repair and replacement.

- (4) Planning, scheduling, and overseeing routine maintenance, repair, and/or rebuilding of streets, curbs, sidewalks, storm and sanitary sewers including lift stations and related infrastructure
- (5) Accurately calculating quantities and ordering all materials
- (6) Managing street sweeping operations
- (7) Scheduling snow control/removal crews and directing appropriate response based on weather, temperature and other factors
- (8) Pavement marking and installation and removal of street signs according to the most recent edition of the Ohio Manual of Uniform Traffic Control Devices
- (9) Monitoring and ensuring compliance with relevant local, state and federal regulations including required recordkeeping and reporting
- (10) Procurement, operation, maintenance and repair of equipment
- (11) Operating and maintaining GMD facilities
- (12) Performs other related duties as assigned

c. Refuse & Recycling

- Responsible for the day-to-day management and operations of the various residential and commercial refuse and recycling duties, including but not limited to:
 - (1) Coordination of commercial refuse and recycling collection services
 - (2) Coordination of residential refuse and recycling collection services
 - (3) Recovery for sale or re-use of recycled materials
 - (4) Manage brush and leaf collection services. Operate the City's Class IV yard waste compost facility
 - (5) Procurement of all required equipment, parts, materials and supplies
 - (6) Customer Service
 - (7) Monitoring and ensuring compliance with relevant local, state and federal regulations

d. Central Garage

- Responsible for supervision of all Central Garage operations, including but not limited to:
 - (1) Troubleshooting, diagnostics, preventative maintenance and repair of the City's rolling stock and various equipment for all municipal operations
 - (2) Procurement of all required equipment, parts, materials and supplies
 - (3) GMD vehicle procurement
 - (4) Day-to-day management of the fueling system including maintenance, procurement, access and reporting
 - (5) Prioritization of the work
 - (6) Monitoring and ensuring compliance with relevant local, state and federal regulations

Required Knowledge, Skills and Abilities:

- Knowledge of basic management techniques
- Ability to supervise personnel and build an effective team
- Ability to develop departmental goals and objectives into workable plans
- Ability to work cooperatively and productively with other supervisors, contractors, suppliers and the public to meet deadlines
- Ability to use a computer with general knowledge of MicroSoft Office Suite; ability to learn and use various specialized software programs
- Knowledge of local, state and federal regulations pertaining to streets, sanitary and storm sewer collection, refuse and recycling

- Knowledge of basic safety principles and practices including local, state, federal and OSHA regulations pertaining to facility maintenance, streets, underground utilities and refuse/recycling operations
- Knowledge of local government practices and procedures including public sector procurement
- Ability to establish and maintain effective work relationships with supervisor, co-workers, employees, City officials, contractors, consultants and the public
- Ability to research, collate and present information effectively, in both verbal and written forms
- Ability to investigate, analyze and effectively resolve problems and conflicts whether technical or interpersonal
- Ability to multi-task and perform with evolving priorities
- Ability to maintain confidentiality and handle sensitive issues with discretion and sound judgment
- Ability to work positively in a union environment
- Knowledge of and ability to operate all types of construction and other heavy equipment
- Knowledge of street operation and maintenance practices and products; tools, vehicles and equipment
- Knowledge of sanitary sewer and storm sewer operation and maintenance practices and products; tools, vehicles and equipment
- Ability to read maps, blueprints, construction plans and specifications
- Ability to accurately calculate material quantities
- Ability to use a commercial laser to set grade
- Ability to operate manual and power tools
- Ability to assist in design and the review of construction details and the City of Oberlin Public Works Standards
- Ability to operate a truck with snow-plow attachments
- Ability to respond effectively to emergency calls for sewer back-ups, lift station problems, snow removal, and other emergencies as they arise

Work Environment and Equipment Utilized: Standard office equipment is utilized routinely in the job, and the work is performed both in a typical office environment with adequate lighting, ventilation and temperature controls and in the field, where the employee may be exposed to extreme conditions of weather, sound, odors and other unpleasant conditions and hazards.

Employee Signature/Date

 08/31/10

Human Resources Signature/Date

 9/2/10

Appointing Authority Signature/Date



Supervisor Signature/Date

 9/1/10

Law Director Signature/Date

Reviewed by Civil Service Com. 04/27/94, 05/05/10

Reviewed by City Council N/A