



HOPEWELL TOWNSHIP JOB DESCRIPTION

TITLE: Roads Maintenance Supervisor

DEPARTMENT: Roads Maintenance

CLASSIFICATION: Full-Time, Hourly (Non-Exempt)

JOB CLASS: Supervisor

REPORTS TO: Township Trustees

POSITION SUMMARY: Supervisory position in support of the Hopewell Township property and roadways. Ensures that the day-to-day operations of the roads maintenance division are carried out in accordance with established mandates. This is a 24-hour on-call position and may require work outside normal business hours, including nights, weekends, and religious holidays. Regular and predictable attendance is required.

ESSENTIAL FUNCTIONS:

- Supervises Road Maintenance staff, performs duties and coordinates the completion of projects consistent with the construction, repair, and maintenance of Township equipment, infrastructure, roads and facilities.
- Provides general supervision of personnel and makes recommendations for employee promotion, disciplinary action and/or dismissal.
- Assists in training for departmental procedures, labor methods and the proper usage of new and existing equipment.
- Inspects work in progress to ensure compliance with work orders, plans and specifications; enforces rules and regulations, reviews and evaluates work methods and procedures to ensure safe working conditions and efficient operations with recommendations as appropriate.
- Assists with the reviewing, prioritizing and preparation of daily and weekly work schedules to include repairs, preventative maintenance and paving of Township roads.
- Maintains accurate records of department supplies necessary in the completion of ongoing, routine and special projects; and makes recommendations for the purchase of new equipment, materials and supplies.
- Operates trucks and motorized highway and motorized highway and other equipment including graders, backhoes, front-end loaders, rollers, tractors, chainsaws, trailers and tiger mowers,; and maintains and repairs the above listed equipment.
- Performs all other duties as assigned.

POSITION REQUIREMENTS:**Experience, Education, Licenses/Certifications**

- Four years of experience in road maintenance and repair including at a lead or supervisory capacity preferred; or any equivalent combination of training and/or experience that provides the required knowledge and abilities.
- Must have a high school diploma, GED or educational equivalent.
- Valid CDL Class B license at minimum.

General Knowledge/Abilities

- Ability to apply supervisory principles to solve practical everyday solutions.
- Knowledge of Stormwater and drainage program within the Township.
- Ability to develop team atmosphere as leader of a work unit.
- Ability to train and cross train all staff on all Township equipment.
- Ability to cultivate customer orientation and safety with team.
- Ability to promote accountability for completion of goals and objectives.
- Ability to develop employees and promote transfer of job knowledge.
- Ability to enforce department rules and regulations in a fair and even-handed manner.
- Ability to manage multiple projects and ever-changing demands.
- Ability to function independently, have personal integrity, flexibility and the ability to effectively work with the general public and fellow employees.
- Ability to understand and articulate the policies and procedures of the Township.
- Ability to fluently speak and read the English language along with the understanding and following of both written and verbal direction.
- Ability to pull, push, move, and/or transport of seventy-five (75) pounds.
- Ability to travel to various locations throughout the Township to fulfill daily tasks.
- Ability to interpret the Ohio Manual of Uniform Traffic Control Devices (OMUTCD).

Other

- Employee must be able to pass random drug tests authorized by federal and state legislation.
- Ability to acquire commercial pesticide license.

SUPERVISORY RESPONSIBILITIES:

- Roads Maintenance Workers
- Driver record requests

DISCLAIMER:

In the performance of duties, I may be privy to information, which may include financial and/or personnel data. I understand the need for and shall adhere to a strict policy of ethical conduct and confidentiality in all matters pertaining to this position.

I understand the above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not intended as an exhaustive list of all responsibilities, duties, and skills required in the performance of the job.

I, _____, have read the above description and fully understand the requirements set forth therein and understand this job description is subject to change at any time. I hereby accept the position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I have a duplicate of this document for my records.

Employee

Date

Township Trustee

Date

Township Trustee

Date

Township Trustee

Date