

BOARDMAN TOWNSHIP
An Equal Opportunity Employer
POSITION DESCRIPTION

Position Title:	Road Superintendent	Name of Incumbent:	
Office/Division:	Road Department	Employment Status:	Full-Time
Reports To:	Township Administrator	FLSA Status:	Exempt

QUALIFICATIONS (An Example of Acceptable Qualifications):

Completion of secondary education (high school or GED), plus ten (10) or more years of experience maintaining roads or highways, including experience as a supervisor, or equivalent.

LICENSURE OR CERTIFICATION REQUIREMENTS

None.

MINIMUM ACCEPTABLE CHARACTERISTICS (*Indicates Developed After Employment)

Knowledge of: Township goals and objectives;* Township policies and procedures;* personnel rules and regulations; safety practices and procedures; Township certification/licensure requirements; public relations; community resources and services; office practices and procedures; English grammar and spelling; records management; employee training and development; human relations; personnel administration; supervisory principles and practices; office management; public administration; project management; budgeting; inventory control; purchasing; interviewing; local geographic area.

Skill in: typing; data entry; computer operation; use of modern office equipment.

Ability to: interpret a variety of instructions in written, oral, or picture or schedule form; interpret extensive variety of technical material in books, journals, and manuals; deal with problems involving several variables within a familiar context; apply management principles to solve agency problems; determine material and equipment needs; add, subtract, multiply, and divide whole numbers; complete routine forms; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; recognize safety warnings; understand technical manuals and/or verbal instructions; understand a variety of written and/or verbal communications; *maintain records according to established procedures; develop and maintain effective working relationships; use maintenance equipment; perform heavy manual labor; travel to and gain access to work site.

ESSENTIAL FUNCTIONS OF THE POSITION (For purposes of 42 USC 12101)

1. Manages and directs Road Department; establishes and recommends Department policies and procedures; attends Trustee meetings on Department policy and operations and adjusts Department policy as necessary; establishes and manages safety policies and procedures in compliance with State and Federal law; ensures policy is implemented; plans, organizes and directs road maintenance program (e.g., maintain, inspect and repair township roadways; inspect, maintain and repair

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drainage system; right of way maintenance, including trees, berm repair, mowing; street sweeping; signage maintenance and installation; snow and ice control; leaf removal; special projects).

2. Reviews all plans for new developments and provides comments to Mahoning County Planning Commission; inspects all new road construction to ensure compliance with County and Township standards; inspects all storm water retention facilities; approves and issues permits for all road and curb cuts on township roads; inspects special projects funded by federal, state or local grant monies.
3. Supervises Road Department personnel; plans, schedules and assigns work; trains and evaluates employee performance; interviews job applicants and recommends their hire; receives employee grievances and adjusts work rules in order to resolve the grievances within Township guidelines; approves leave requests according to established policy; recommends commendation and discipline as necessary; administers labor contract; maintains personnel records and writes various reports (e.g., sick and vacation leave usage, payroll, discipline, etc.); certifies payroll records.
4. Provides reports to Board of Trustees and Administrator regarding operation of road department, including supply and equipment needs, manpower needs, future projects, etc.
5. Acts as a Township liaison to public, government agencies/officials regarding all aspects of Road Department operation.
6. Oversees maintenance staff of township cemeteries (e.g., grave marking, opening and closing operations, public relations).
7. Oversees operation of Township garage and mechanics (e.g. plans and provides for servicing of all township vehicles and equipment; implements preventative maintenance program; prepares budget for garage; oversees supply needs; supervises mechanics).

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other related duties as assigned.

EQUIPMENT OPERATED (The Following Are Examples Only and Are Not Intended To Be All Inclusive)

Heavy and light equipment; hand tools; Phone switchboard, computer network, personal computer, including word processing software, copy machine, fax machine, scanner, camera, and calculator.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Date Adopted: _____
Date Revised: _____

Developed by:
Clemans Nelson & Associates, Inc.

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The employee has exposure to possible injury due to unclean or unsanitary conditions, chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); ascends and/or descends stairs; works in the vicinity of floor or wall openings, elevated platforms, and/or runways; ascends and/or descends ladders, stairs, or scaffolds; works on and around powered platforms and/or vehicle mounted platforms; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; exposed to possible injury from hazardous gases, chemicals, flammables, air contaminants, unclean or unsanitary conditions; works with moving mechanical parts of equipment or machines (e.g., belts, reels, blades, pulleys, etc.); exposed to possible injury from explosions and/or falling from high places; has exposure to fire; has exposure to hot, cold, wet, humid, or windy weather conditions; regularly required to lift and carry object 50 lbs or less; regularly required to push or pull objects 500 lbs or less, may work an irregular schedule.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium to heavy work.

SUPERVISION RECEIVED: Works under the direction of Township Administrator.

POSITIONS SUPERVISED: Assistant Superintendent, Second Assistant Superintendent, Administrative Assistant, Foreman, Truck Driver, Operator, Laborer, Mechanics, Road Inspector, Utility Man.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (*employee*) signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority) _____ **(Date)** _____

(Employee Signature) _____ **(Date)** _____