

CITY OF CELINA
An Equal Opportunity Employer
POSITION DESCRIPTION

Position Number:
Class Number:Class

Name:
Title: Public Works Assistant
Superintendent

Civil Service Status:Classified
Employment Status:Full-time, Regular
FLSA Status: Exempt
Pay: Ordinance/Resolution

Dept./Div: Public Works
Reports To: Public Works Superintendent
Supervises:

QUALIFICATIONS: (An example of acceptable qualifications)

Completion of secondary education; must be able to demonstrate knowledge of maintenance and repair of streets and sewers; demonstrable ability to travel to field worksites and operate heavy equipment as needed; ability to effectively supervise personnel and coordinate work projects.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid Ohio driver's license and Commercial Driver's License (CDL) Class A or B; ability to obtain Pesticide and Herbicide Application License and Wastewater Collection I License.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* Indicates developed after employment)

Knowledge of: organizational goals and objectives; organizational policies and procedures; supervisory principles and practices; personnel practices; employee training and development; manpower planning; project management; budgeting; purchasing; competitive bidding; inventory control; Microsoft Office; safety practices and procedures; sewer construction, maintenance, and repair; road construction, maintenance, and repair; vehicle maintenance and repair; heavy and medium duty equipment maintenance and repair; inspection techniques; certification/licensure requirements*.

Skill in: motor vehicle operation and heavy and medium duty equipment operation.

Ability to: exercise independent judgment and discretion; recognize unusual or threatening conditions and take appropriate action; conduct effective interviews; communicate effectively; prepare and maintain records according to established procedures; deal with many variables and determine specific action; apply management principles to solve practical, everyday problems; develop and establish divisional goals and objectives; develop and maintain effective working relationships with other departments, contractors, citizens, and employees; effectively administer discipline; use statistical analysis; prepare divisional budget; understand, interpret, and apply laws, rules, or regulations to specific situations; resolve complaints; cooperate with co-workers on group projects; prepare accurate documentation; train or instruct others; handle sensitive inquiries from and contacts with officials and general public.

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

(1) Directs and Supervises Public Works Department Street Maintenance Division, Collection Division, and or Parks Maintenance Division; plans, directs, and coordinates construction, maintenance, and repair of streets, parks facilities, and related facilities and equipment; makes personal inspections of work performed in the field to ensure that standard safety practices and traffic control procedures are being followed; maintains working knowledge of City Construction Standards and ODOT Standards and Specifications; makes recommendations to Superintendent regarding long-range plans for street, sewer, and parks maintenance needs; determines work priorities; delegates work responsibilities to subordinate personnel; recruits, interviews, and recommends selection of candidates; evaluates subordinates for promotional/career development opportunities; participates in the development of preliminary budget estimates for supervised division; assists the Public Works Superintendent in determining best utilization of predicted funds; monitors expenditures; coordinates and supervises department training activities; participates with the Public Works Superintendent in determining department policies and procedures; assists in development of division policies, procedures, goals, and objectives; communicates and implements department policies and procedures.

(2) Supervises department employees in the performance of street and or park maintenance duties; assigns tasks, provides direction, and ensures work complies with organizational standards; observes and evaluates performance of subordinate personnel; administers recognition and commendation system; hears and responds to grievances; issues oral and written warnings, and recommends suspension and dismissal; reviews and forwards time records and leave requests; resolves complex problems arising in division; is responsible for Public Works Department in absence of the Superintendent.

(3) Ensures maintenance of facility, equipment, and supplies; develops facility and equipment maintenance plans; requisitions needed supplies, equipment, construction materials, and personnel necessary for satisfactory completion of projects; allocates equipment among work crews and/or locations; performs periodic inspections of facilities and equipment; participates in the purchase of vehicles and construction equipment; maintains inventory of equipment and supplies.

(4) Establishes and maintains external relationships; communicates with vendors, agency officials, employees, and general public concerning work activities; responds to citizen concerns and complaints.

(5) Prepares and maintains related records; implements record and document maintenance systems and procedures; prepares and maintains time and material records and activity reports; maintains inventory records.

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(6) Responds to emergency situations; assists Public Works Superintendent in formulating emergency preparedness plans; directs implementation of emergency plans; communicates with Public Works Superintendent and/or Safety Service Director regarding problems and emergencies; assigns personnel to handle complaints and emergencies; receives and responds to calls for emergency assistance at all times and in often inclement weather and/or hazardous situations.

(7) Maintains personal and professional competence and awareness; attends professional education and training sessions, seminars, and workshops as directed; demonstrates regular and predictable attendance and is available for any after hour emergency.

OTHER DUTIES AND RESPONSIBILITIES:

- (1) May perform sewer and parks facilities maintenance functions as required.
- (2) May perform equipment and vehicle maintenance and repair functions in times of emergency.
- (3) May operate heavy equipment to perform construction, maintenance, and repair activities (e.g., graders, heavy front end loaders, heavy rollers, etc.) in times of emergency.
- (4) May assist with maintenance of treatment plant in times of emergency.
- (5) May perform related service functions in times of emergency.
- (6) May assist in repair of water mains, hydrants, and meters; may perform annual collection of limbs and leaves; may perform tree-trimming activities as necessary.
- (7) Performs any other duties as required or assigned.

EQUIPMENT OPERATED: (The following are examples only and are not intended to be all inclusive)

Trucks, tractors, combination sewer machines, sewer camera equipment, sweeper, roller, backhoe, asphalt spreader, computer, and various office equipment.

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INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

(For purposes of O.R.C. 4167)

Daily exposure to construction hazards, heavy equipment, traffic, loud noise, dust, hazardous driving conditions; occasionally attends functions or performs duties outside normal working hours; periodic exposure to severe weather, irritating chemicals; constantly travels to and gains access to worksite; occasional exposure to irate citizens; required to be on call.

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)