

CITY OF LONDON

An Equal Opportunity Employer Page 1 of 5

POSITION DESCRIPTION

Employee Name:	Position Title:	Assistant Street Superintendent
Class Number:	Class Title:	Assistant Street Superintendent

Dept./Div.: Street	Employment Status: Full-time
Reports to: Safety Service Director	FLSA Status: Exempt
Normal Hours: Varies	EEO Status: 01 – Officials / Administrators
Status: Unclassified R.C. 124.11 (A)(3)(c)	

QUALIFICATIONS: An example of acceptable qualifications:
 Completion of secondary education or equivalent (high school diploma or GED) required; completion of post-secondary education or equivalent (technical school or college education) preferred; additional education, training, and/or work experience which evidences a thorough knowledge of street construction, maintenance, and repair; must have experience in field construction; or any combination of education, training and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position; ability to successfully pass required checks and tests (drug screening).

LICENSURE OR CERTIFICATION REQUIREMENTS:
 Must possess a valid State of Ohio driver’s license; must maintain insurability under the City’s vehicle insurance policy; must possess and maintain a valid Class B CDL from the State of Ohio, Class A preferred; must possess an Herbicide Applicator’s License from the Ohio Department of Agriculture.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.
 Computer, copier, fax, telephone, scanner, standard modern/business office equipment, two-way radio, motor vehicle, hand and/or power tools, backhoe, tandem truck, snow plow, dump truck, tractor mower, salt spreader; chain saw, skid loader, front end loader, maintenance equipment and tools, light and heavy motorized equipment; shoring equipment, asphalt paver, generators, street sweeper, air compressor, mini excavator, excavator.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:
 Employee ascends and/or descends ladders, stairs, or scaffolds; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); is exposed to possible injury as a result of falling from high places; is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines (e.g., chipper, tractors, loaders, dump trucks, street sweepers, etc.); works in or around crowds; has contact with potentially violent or emotionally distraught persons; has exposure to potentially vicious animals; has exposure to life threatening situations; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to hazardous driving conditions.

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

Date Adopted:
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In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

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

(1) Assisting the supervising of the day to day operations of crews and staff including highway and street maintenance and repairs, storm drainage construction, traffic signal construction, maintenance, and repair, and traffic control device installation, maintenance, and repair; schedules and coordinates projects; sets up work zones; ensures crews have the required materials and equipment and ensures required record logs are maintained; inspects new construction layout; reviews all plans for subdivisions/commercial development and makes recommendations to planning commission; inspects all new street infrastructure as it is being built; designs all small projects for city.

(2) Manages and supervises all department personnel (e.g., assigns tasks; recommends discipline; recommends pay assignments; evaluates performance; receives employee complaints; attends or participates in meetings in which policy questions are reviewed or discussed; recommend policy; recommends policy changes; participates in personnel or labor relations activities; has access to other employees' personnel files; has access to financial data used in monitoring department revenue/income, etc.).

(3) Performs inspections of Public Works and contracted projects to ensure compliance with regulations and established standards; reviews and inspects work product of employees assuring compliance with accepted standards and codes; supervises the Department's preventative maintenance programs; responds to accidents involving fuel spills, traffic control or other emergencies or unusual situations inside and outside of the normally assigned work period.

(4) Participates in the Department's budget process; makes recommendations on staffing levels, capital equipment purchases and projects; purchases materials and tracks expenses; maintains adequate inventories and evaluates new materials and products; prepares purchase orders for the department;

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reconciles statements and vouchers for payment; resolves issues with the public, contractors, and developers; investigates and responds to concerns and complaints; presents solutions.

(5) Attends meetings and serves on committees, as necessary; attends training and seminars, as necessary.

(6) Maintains required licensure and certifications, if any.

(7) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(8) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

(9) Performs other duties as assigned or directed.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: inventory control; purchasing; payroll practices and procedures; two-way radio operations; City goals and objectives;* City policies and procedures;* office practices and procedures; electrical principles; utility construction, maintenance, and repair; general construction, maintenance, and repair; mechanical maintenance; heavy and medium duty equipment maintenance and repair; snow and ice removal; employee training and development; workplace safety; supervisory principles and practices; English Grammar and spelling; construction methods in carpentry, plumbing, and street; zoning, development standards, building codes; subdivision regulations and building regulations; administrative methods and functions in order to successfully direct all operations of the Street Department; traffic control devices, current design regulations, and design criteria.

Skill in: typing; word processing; computer operation; use of modern office equipment; computer programs (e.g., Microsoft Office); motor vehicle operation; use of bench and/or hand tools; use of mechanics' tools and equipment; snowplow operation; decision making and communication.

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Ability to: interpret a variety of instructions in written, oral, picture, or schedule form; interpret extensive variety of technical material in books, journals, and manuals; deal with many variables and determine specific action; quickly and thoroughly solve complex problems and issues; recognize unusual or threatening conditions and take appropriate action; apply management principles to solve agency problems; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; add, subtract, multiply, and divide whole numbers; prepare accurate documentation; complete routine forms; prepare routine correspondence; respond to routine inquiries from public and/or officials; conduct effective interviews; communicate effectively; communicate directly with the public and government officials; train or instruct others; handle sensitive inquiries from contacts and with officials and general public; develop and maintain effective working relationships; resolve complaints; travel to and gain access to worksite; lift 150 lbs. unassisted; perform heavy manual labor for extended periods of time in often adverse conditions.

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POSITIONS DIRECTLY SUPERVISED:

Street Foreman; Street Maintenance Worker II; Street Maintenance Worker I; Laborer (Part-time).

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 and agree with the contents of this position description.

(Signature of Appointing Authority) (Date)

(Signature of Employee) (Date)

Date Adopted:

Date Revised: