JOB DESCRIPTION

1.1 ROAD SUPERINTENDENT

GENERAL NATURE OF WORK

A salaried position, the Road Superintendent comprises administrative responsibilities and physical labor. The Superintendent supervises employees, executes prescribed administrative duties, and performs a variety of tasks involving specialized labor.

EQUIPMENT AND LOCATION

Operates a variety of heavy equipment including but not limited to: dump trucks, front end loaders, backhoes, gradalls, rollers, blacktop equipment, snow blowers, road mowers, lawn mowers, brush hogs, ditchers, snow plows, salt spreaders, chain saws, weed eaters and other light equipment including power tools and manual equipment necessary to the everyday operation of the township.

Work sites include a variety of areas in and outside Franklin township including, but not limited to: township roads and right-of-ways, community centers, garages and grounds maintained by the township, and offices. Work related activities outside the township may be required.

ESSENTIAL FUNCTIONS – EXAMPLES OF DUTIES

In addition to supervisory responsibilities, the road superintendent performs any and all jobs as needed and should demonstrate a high degree of self-direction and professionalism in performing the duties and responsibilities of the position.

Performs duties under adverse weather and road conditions in order to ensure the safety of the public. Available to be called out for work during other than normal hours.

Maintains township roads, right-of-ways, and drainage ditches to assure safe use by the public.

Repairs and maintains township physical facilities including, but not limited to; garage, outbuildings, offices, halls, athletic fields, parks, restrooms, and playgrounds.

Evaluates township facilities, equipment, work procedures, employee job knowledge and initiates appropriate training and corrective action based on these evaluations.

ADDITIONAL EXAMPLES OF WORK PERFORMED

Performs a variety of tasks involving physical labor, including, but not limited to: plumbing, carpentry, electrical work, landscaping, painting, building, and general mechanical maintenance.

Inventories and maintains materials and supplies necessary for township operation. Assists in the training and supervision of other township employees.

Performs administrative tasks including, but not limited to verifying time cards for employees as to their accuracy.

Maintains OSHA and related safety records.

Inspects and maintains road signs.

Performs routine and specialized maintenance and repair work on township vehicles, machinery, tools, and equipment.

Attends Board of Trustees meetings and other meetings as required.

Performs various physical labor, including but not limited to: hauling, cutting, cleaning, shoveling, and painting. Operates a variety of manual power tools and equipment appropriate to job related tasks.

Operates heavy equipment including but not limited to: backhoes, Gradealls, rollers, graders, loaders, pavers, spreaders, mowers, tractors, trucks, and trailers.

Forwards complaints from residents to Trustees.

Performs additional duties as directed by Trustees.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES.

Ability to establish and maintain effective working relationships with township officials, fellow employees, and the general public.

Thorough knowledge of the occupation and maintenance of job related vehicles, machinery, tools, and equipment.

Thorough knowledge of the occupational hazards and appropriate safety practices necessary for a safe workplace and the safe performance of assigned duties.

Knowledge of the techniques necessary to assist in the training and supervision of township employees.

Ability to perform heavy manual labor for extended periods of time.

Ability to work with limited supervision from the Trustees.

Ability to coordinate and perform activities and procedures necessary during an emergency situation in the absence of Trustees.

QUALIFICATIONS

Must be in possession of a valid State of Ohio, Class A, Commercial Drivers License, have a good driving record at the time of hire, be able to maintain a good driver record, and meet Franklin Township insurance carrier's performance criteria.