

HASKINS VILLAGE	JOB DESCRIPTION
	POSITION: MAINTENANCE SUPERVISOR

POSITION TITLE: Maintenance Supervisor/Assistant.

POSITION SUMMARY: This a Maintenance Supervisor/Assistant is a semi-skilled position requiring heavy manual labor in the repair, construction, landscaping and maintenance of streets; right-of-ways; park grounds and other properties owned by the Village of Haskins as well as the maintenance of equipment and vehicles used by department members and other Village employees.

POSITION REPORTS TO: Village Administrator.

EMPLOYEES WHO REPORT TO THIS POSITION: Refer to Organizational Chart.

TYPICAL POSITION RESPONSIBILITIES:

- a. In the case of the Maintenance Supervisor, directs, supervises and coordinates work activities of all Maintenance Assistants and seasonal or temporary staff in accordance with the directives of the Village Administrator.
- b. Cuts grass with power equipment, including riding mowers; push mowers and weed trimmers, or hand tools including necessary trimming.
- c. Loads and unloads materials such as dirt, asphalt, salt, piping, signs and other materials.
- d. Performs routine maintenance of equipment and vehicles and keeps accurate records on such maintenance.
- e. Performs both routine and extreme physical labor for extended periods of time under all weather conditions with the ability to lift objects weighing up to 100 pounds.
- f. Manually removes litter from right-of-way and public properties.
- g. Install or repair street signs and other traffic control devices.
- h. Remove and replace manhole covers for inspection within.
- i. Climbs ladders in performance of job duties which may include the installation of decorations, flags or lighting..
- j. Manipulates both large and small tool parts.
- k. Operates both and light and heavy duty vehicles, including during snow plowing and snow removal efforts, in a safe and efficient manner. Such operation may include the salting of roadways and other ice reduction or removal efforts.
- l. Removes, replaces and repairs various types of pavement and/or sidewalks.
- m. Operates various tools, including but not limited to, jackhammer; pavement breaker; shovel; rake; sledge hammer; post driver; tamp bar; chain saw; snow blower and weed eater.
- n. Operates mechanical devices such as, but not limited to, a wood chipper and leaf removal

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equipment; utility tractor; commercial mower and hand mower.

o. Performs other related duties as assigned by the Village Administrator.

p. Depending on position assignment (part-time versus full-time) may be subject to after-hours call out.

DESCRIPTION OF PHYSICAL REQUIREMENTS:

Position requires the ability to work outdoors in hot, cold, and/or wet weather with the potential for lengthy durations to such exposure as well exposure to dampness; fumes; odors; dirt; chemicals noise; dust and vibration. Physical demands include, but are not limited to sitting; standing; walking; lifting; carrying; bending; squatting; twisting; pushing; pulling; use of fine motor skills; reaching; driving; foot and hand control; gripping and the use of hand/eye coordination. Must have sufficient physical strength and the ability to independently and repeatedly lift, move and carry objects weighing up to 50 pounds and occasionally up to 100 pounds, and to occasionally lift, move and carry objects weighing more than 100 pounds with assistance. Must have the physical ability to operate vehicles and other motorized equipment.

DESCRIPTION OF SKILL SET ATTRIBUTES:

Position requires the ability to perform occupational/technical skills such as having a general knowledge of and/or the ability to learn about the care and proper use of tools and equipment used in the performance of job duties. Cognitive skills such as the ability to use good judgment; identify problems, cause and offer solutions as well as interpret technical procedures and comprehend manuals and instructions; communication skills such as the ability to takes notes, messages and complete work order documentation and to speak effectively, prepare concise reports or correspondence; interpersonal skills such as the ability deal with others in a courteous and professional manner and to respond with relevant and timely information and in the case of the Maintenance Supervisor, leadership skills such as the ability to take charge and initiate actions, delegate to other, motivate others, monitor progress and establish effective controls and supervision.

MINIMUM REQUIREMENTS:

- a. Must be at least 18 years of age and have legal authorization to work in the United States.
- b. Must have a High School diploma or GED equivalent.
- c. Must be in possession of and maintain a valid Ohio Driver License with an acceptable Motor Vehicle Record. An Ohio Commercial Driver License is preferred but not required.
- d. Must successfully complete a personal history and employment background check, criminal background check and a drug-screening test.

DISCLAIMER:

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Job Description is intended to identify and illustrate the kinds of duties that may be assigned to an employee holding such a position and is not to be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extend of assignments such individuals may be given.