
Position Title:	Working Road/Maintenance Supervisor and Sexton	Name of Incumbent:	
Office/Division:	Maintenance	Employment Status:	Full-time
Reports To:	Township Administrator	FLSA Status:	Nonexempt

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education with training and/or work experience which evidences a thorough knowledge of street construction, maintenance, and repair and advanced knowledge of supervisory practices and procedures or equivalent; must possess a valid Ohio Commercial Driver’s Class A License.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid Ohio driver’s license; ability to obtain and maintain a Commercial Driver’s Class A License (CDL) from the State of Ohio with appropriate endorsements; any required licensure or certification necessary to perform related job duties; and remain insurable under the Township vehicle insurance plan.

SUPERVISION RECEIVED

Works under the general supervision of the Township Administrator and at the pleasure of Monclova Township Board of Trustees.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*Indicates developed after employment)

Knowledge of: township goals and objectives*; township policies and procedures*; Occupational Safety and Health Administration rules and regulations; road construction, maintenance, and repair; utility construction, maintenance, and repair; building construction, maintenance, and repair; general construction, maintenance, and repair; mechanical maintenance; vehicle maintenance and repair; water distribution systems construction, maintenance, and repair; sewer construction, maintenance, and repair; park and recreation facilities, equipment, and supplies; proper lifting techniques; snow and ice removal; grounds maintenance and repair; records management; employee training and development; supervisory principles and practices; local geographical area. Basic knowledge of Microsoft Word, Excel and Outlook

Skill in: motor vehicle operation; use and operation of heavy equipment; computer operations; supervising personnel.

Ability to: carry out instructions in written, oral, or picture form; deal with problems involving several variables within familiar context; deal with many variables and determine specific action; apply

management principles to solve township problems; understand most difficult classes of concepts; exercise independent judgment and discretion; determine material and equipment needs; add, subtract, multiply, and divide whole numbers; complete routine forms; prepare accurate documentation; respond to routine inquiries from public and/or officials; communicate effectively; train or instruct others; maintain records according to established procedures; answer routine telephone inquiries; develop and maintain effective working relationships; resolve complaints; perform heavy manual labor.

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

1. Directs and oversees employees of Maintenance Department in the construction, repair, and maintenance of Township streets and roads, right of ways, storm sewers, and Township buildings and grounds (e.g., snow and ice removal, black topping, street construction, replacing traffic signs, removing debris, composting, etc.); assigns work and sets time schedules, interviews applicants, evaluates performance, and recommends discipline; trains employees and receives and adjusts employee complaints; recommends leave; recommends and develops policy; participates in labor relations activities; determines proper work methods.
2. Determines priorities for the repair and maintenance of Township streets and roads; plans project activities to ensure maximum utilization of time and equipment; resolves difficult problems on projects; ensures all department equipment is operational and properly maintained.
3. Answers public inquiries and complaints and determines corrective action required or appropriate response; maintains positive relations with officials and general public.
4. Prepares annual budget request; prepares purchase orders; monitors expenses to ensure expenditures do not exceed appropriations; orders supplies, equipment, and materials.
5. Compiles and prepares records and reports (e.g., operations and equipment records; staff records and reports; financial records, reports, and documents; etc.)
6. Acts as a fill in for employee absences as necessary.
7. Subject to being on-call 24 hours a day, seven (7) days a week.
8. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
9. Demonstrates regular and predictable attendance.
10. Maintains required licensure and certification.

11. To perform other Maintenance Department jobs provided they have been submitted through the daily bid system, but not taken by the employees covered under any Collective Bargaining Agreement. During Snow Season, Maintenance Supervisor shall be included in the rotating overtime list.

OTHER DUTIES, RESPONSIBILITIES AND EQUIPMENT OPERATION:

Proficient in use of tractor with mowers and grader blade, backhoe, dump truck, salt spreader, snowplow, front end loader, power lawn mowers, chain saws, portable pump, generator and various other equipment. Ability to comprehend and implement frequent verbal instructions. Ability to work independently or as a team. Must frequently lift and/or move 25 pounds and occasionally lift and/or move up to 100 pounds. Ability to perform repetitive tasks without supervision. Occasionally works in high, precarious places. Performs all duties in conformance to appropriate safety and security standards. Regularly works in outside weather conditions. Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor. Will be called on at times other than normal working hours to perform snowplowing, burial duties, or emergency road repair or service. Will be required to do any other job assignment not listed above.

Light and heavy motorized equipment, hand and power tools, two-way radio, computer and other modern office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee: may be exposed to potentially dangerous situations; is frequently exposed to hot, cold, wet, humid, and windy weather conditions; is occasionally exposed to hazardous driving conditions; is occasionally exposed to shaking objects or surfaces; is exposed to dust and dirt; may occasionally encounter hostility from the general public.

SEXTON

The Monclova Township Cemetery Sexton performs a variety of supervisory, administrative, technical, and/or maintenance work for the Monclova Township cemeteries.

SUPERVISION EXERCISED

The Cemetery Sexton works with other township employees on the layout, operation, and maintenance of cemetery grounds, arranging for the placement of headstone footers, the opening and closing of graves, etc.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- (A) Supervises the operation of the cemeteries.
- (B) Sells grave plots and provides the buyers with deeds and cemetery rules.
- (C) Orders graves opened and closed and schedules burials.
- (D) Records burials.
- (E) Receives and files burial permits.
- (F) Researches old burial records.
- (G) Performs administrative duties including the preparation and administration of records.
- (H) Recommends price adjustments to the trustees.
- (I) Makes recommendations for rules and regulations related to cemetery matters.
- (J) Accurately lays out the gravesites and arranges for the placement of headstone footers.
- (K) Collects fees for burials, opening and closing of lots, and footers for headstones.
- (L) Ensures that a township employee stays on location until the grave is closed and secure.
- (M) Maintains cemetery maps and records, which may include computerized cemetery data.
- (N) Prepares monthly activity report for Administrator, Trustees and the Fiscal Officer.
- (O) Assists with special projects as requested by the Board of Trustees.
- (P) Attends Monclova Township Trustee meetings and provides activity report.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- (A) Must be able to research and interpret cemetery maps and data.
- (B) Must be able to communicate effectively orally and in writing — electronically and otherwise.
- (C) Must be able to exercise sound judgment in evaluating situations and making decisions.
- (D) Must have strong interpersonal skills in dealing with people.
- (E) Must have basic computer skills including the ability to research information via the internet, create and maintain spreadsheets / documents, send and receive emails, etc.
- (F) Must be able to operate basic office equipment such as fax, copier, computer, printer, scanner.

DESIRED MINIMUM QUALIFICATIONS

- (A) Some post-secondary education.
- (B) A valid Ohio driver's license.
- (C) Ability to be bonded.
- (D) Any combination of training and work experience indicating possession of the knowledge, skills, and abilities listed herein.

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

Note: The closest U.S. Department of Labor Definition Trailer (DOT Code # 188.167-078) for this position is:

GOE: 05.02.02 STRENGTH: S GED: R5 M5 L5 SVP: 8 DLU: 77

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)