

ORDINANCE NO. 94-32 AC CMS

AN ORDINANCE ESTABLISHING THE POSITION OF
GENERAL MAINTENANCE SUPERINTENDENT IN THE
PUBLIC WORKS DEPARTMENT FOR THE
CITY OF OBERLIN, OHIO

BE IT ORDAINED by the Council of the City of Oberlin, County of Lorain, State of Ohio, a majority of all members elected thereto concurring:

SECTION 1. That there is hereby established the position of General Maintenance Superintendent in the Public Works Department for the City of Oberlin, Ohio, to work under the immediate supervision of the Director of Public Works, be in the classified non-competitive civil service of the City, and be in pay range 13.

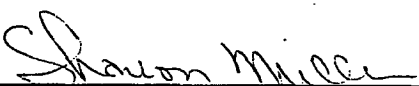
SECTION 2. That the job description for the General Maintenance Superintendent in the Public Works Department for the City of Oberlin as set forth in Exhibit A attached hereto and incorporated herein by reference, is hereby approved.

SECTION 3. It is hereby found and determined that all formal actions of this Council concerning or relating to the adoption of this ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 4. That this ordinance shall take effect at the earliest date allowed by law.

PASSED: 1st Reading - April 18, 1994
2nd Reading - May 2, 1994
3rd Reading - May 16, 1994

ATTEST:


CLERK OF COUNCIL


CHAIRMAN OF COUNCIL

POSTED: May 20, 1994

EFFECTIVE DATE: June 15, 1994

GENERAL MAINTENANCE DIVISION SUPERINTENDENT

GENERAL STATEMENT OF DUTIES

Plans and directs all functions of the General Maintenance Division. Such functions may include, but are not limited to, street maintenance and repair, storm water management, waste water collection, solid waste and recycling, and water distribution. The Superintendent is responsible for supervision of staff, initiating disciplinary action, timekeeping and scheduling jobs.

SUPERVISION RECEIVED

Works under the supervision of the Public Works Director.

SUPERVISION EXERCISED

Supervises General Maintenance Division personnel (ten to fifteen persons).

JOB DUTIES

- Maintain communication with other Divisions and Departments to determine work to be performed.
- Determine necessary manpower, equipment, and supplies necessary to perform work. Coordinate and schedule jobs.
- Assist the Public Works Director with quality control and customer service issues relating to General Maintenance Division functions.
- Examines all phases of new construction including concrete, asphalt, curbing, storm sewer, sanitary sewer, or water line construction and reports findings and recommendations to the Public Works Director.
- Examines pavement, sanitary and storm sewers, water lines, bridges, and other public works infrastructure and reports findings and recommendations to the Public Works Director. Plans, schedules, and oversees routine maintenance, repair, and/or rebuilding as may be necessary.
- Assist the Public Works Director in planning major public works repairs and improvements.
- Compute, order and maintain required of materials.
- Maintain records of all materials and labor for cost control and budgetary purposes.
- Schedule snow control crews and direct appropriate response according to weather and temperature conditions.
- Perform final inspections on all permit excavations in the public right-of-way.
- Prepare departmental budgets and submit to Public Works Director for approval.

- Instructs and supervises employees in proper and safe equipment operation and work.
- Supervise maintenance and repair of grounds and buildings assigned to the General Maintenance Division.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Ability to work with and coordinate the multiple activities. Ability to supervise personnel and build an effective team. Ability to analyze problems and to develop workable solutions. Ability to develop departmental goals and objectives into workable plans. Ability to deal with other supervisors and the public and to meet deadlines. Ability to communicate effectively both orally and in writing, and to maintain good public relations.

An example of an acceptable qualification would be:

High school diploma or equivalent with some college desired. Five years experience in public works with three years of experience in a responsible supervisory position.

PHYSICAL REQUIREMENTS OF WORK

- None

LICENSES AND CERTIFICATES REQUIRED

- Valid Ohio Class B Commercial Driver's License including air brakes, with a tanker endorsement.

APPLICATION

The job description is intended to illustrate the duties that may be assigned to persons assigned this title. It should not be interpreted to describe all the duties that may be required of persons holding a position assigned this title or to limit the nature and extent of assignments a person may be given.

=====

Paygrade: 13

Classification: Provisional

F.L.S.A. Rating: Exempt

Civil Service Rating: Classified - Noncompetitive

Approved: Civil Service Commission - April 27, 1994
City Council - May 16, 1994