

**RESOLUTION 10-0621-06**

**Modifying a job description and pay range and abolishing the road foreman position**

**WHEREAS**, the road foreman retirement was expected and the abolishment of the position was planned for cost savings, and

**WHEREAS**, the road foreman supervisory functions will be transferred, and

**WHEREAS**, the ROW Inspector/Safety Officer is capable of handling the extra responsibilities,

**NOW THEREFORE BE IT RESOLVED BY THE LIBERTY TOWNSHIP BOARD OF TRUSTEES, DELAWARE COUNTY, OHIO**, adopts attached job description with the new supervisory duties for the modified position of "Maintenance Supervisor / Right of Way Inspector" and approve a pay range from 38,500.54 to 45,640.92 with Randy Leib assigned the rate of pay as \$45,640.92 per year for the present payroll period,

**AND BE IT FURTHER RESOLVED**, the Board of Trustees hereby abolish the Road Superintendent position.

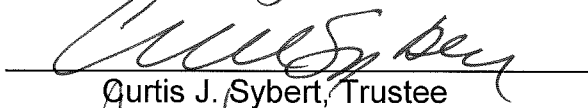
This Resolution shall be in force and become effective immediately upon its execution.

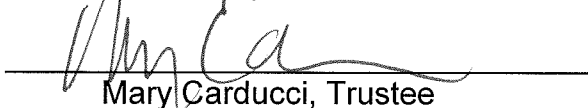
Motion made by Carducci and seconded by Mann.

**Vote:** yes Ms. Carducci yes Mr. Mann yes Mr. Sybert

10-21-10  
Date

  
Robert Mann, Trustee

  
Curtis J. Sybert, Trustee

  
Mary Carducci, Trustee

CERTIFIED BY:

  
Mark S. Gerber, Fiscal Officer

## **MAINTENANCE SUPERVISOR / RIGHT-OF-WAY INSPECTOR**

### **NATURE OF WORK**

This is a responsible supervisory position coordinating and directly a variety of technical maintenance and repair activities for a Township Department. Work involves planning, coordinating, budget preparation, inspection duties and assigning maintenance and report jobs and projects, assessing and performing maintenance and repair work, operating light and heavy equipment and vehicles, inspecting completed projects, providing mechanical and other skilled assistance, and working with contractors, in compliance with policies and procedures.

### **SUPERVISION**

Employee works under the supervision of the Road Superintendent. Employee must have the ability to make appropriate independent decisions, recommend alternatives regarding maintenance problems, communicate effectively with the public verbally and in writing, monitor budget expenditures, and ensure job safety in compliance with policies. Supervision is exercised over maintenance employees including full and part time maintenance staff and serves as Acting Department Head during absence of Road Superintendent. Work is reviewed through submission of daily, weekly, and monthly reports, as well as completed projects for quality and adherence with policies and procedures, and performance appraisals.

### **ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed)**

Coordinates, organizes, directs, schedules, and assigns a variety of maintenance and repair jobs and projects for the Township; prioritizes work; assigns and schedules daily work from work orders; sets productivity levels and deadlines for task completion; makes staffing decisions; sets performance standards.

Supervises work crews; inspects projects in various locations; oversees completion of daily tasks; assists crews with technical problems; enforces safety standards and requirements; inspects projects to ensure proper completion; establishes, communicates, and enforces policies and procedures; provides proper training; participates in annual performance evaluations; oversees contractor work; responds to emergencies on all shifts; approves leave and overtime.

Acts as back-up in a variety of activities when needed; operates light and heavy equipment, power tools, vehicles, trucks; performs maintenance and repair work.

Maintains inventory of supplies and parts; maintains vehicles and equipment; ensures proper maintenance and replacement of equipment; locates supplies and parts necessary to perform specific projects; orders parts and supplies.

Assists in the development of specifications for equipment and/or contractual service work; prepares annual operating budget for division; monitors expenditures to ensure compliance with budgetary limits; justifies purchases; records accounts; prepares documentation and reports; conducts follow-up on projects.

Handles service calls and complaints from the public; interacts with the public regularly; responds to requests; assigns staff and performs follow-up inspection and review of work completed; oversees and inspects work performed by contractors.

Prepares daily work and documentation of various activity data; maintains records; assists in the preparation of technical specifications, and Capital Improvement Program and Pavement Condition Numbering System.

Performs other related duties as assigned.

**MINIMUM REQUIREMENTS OF WORK:**

- Possession of an Associates Degree and 5 years progressively responsible experience in maintenance and repair; or any equivalent combination of training and experience which provides the following knowledge, skills and abilities:
- Considerable knowledge of maintenance, repair, and construction procedures, practices, and methods
- Considerable knowledge of the occupational hazards and safety precautions of the work
- Knowledge of the safe and correct use of hand and power tools and equipment common to the work
- Knowledge of departmental policies and procedures
- Ability to handle complaints from the public effectively and tactfully
- Ability to communicate effectively with other employees, contractors, vendors, and the public both verbally and in writing
- Ability to establish and maintain effective working relationships with others
- Ability to drive motor vehicles to various work assignments to inspect work
- Ability to operate heavy equipment and commercial-sized vehicles
- Ability to obtain pesticide applicators certification
- Ability to perform a variety of mechanical, maintenance, and repair activities
- Ability to operate and control power tools
- General administrative skills such as email, keyboarding, copying, faxing etc.
- Ability to prepare clear and concise written reports
- Computer skills, including Microsoft Office, Excel, Word and Outlook

**NECESSARY SPECIAL REQUIREMENTS**

Shall possess a valid Ohio Commercial Drivers' License, prefer Class A License

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Township Administrator

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Date