

Job Title:	Maintenance Supervisor	Job Category:	Exempt
Position Type	Full-Time	Date created:	2-10-2020
Salary Range	\$50,000-\$65,000	Revised:	8-29-2023

Position Summary: Under the general supervision of the Board of Trustees, the Maintenance Supervisor is responsible for the maintenance of all township roads, parks, green spaces, and cemeteries as well as preventive and routine maintenance of Township vehicles and equipment.

Essential Duties and Responsibilities:

Road Maintenance:

- Plans, schedules, and directs the repair and maintenance of Township roads.
- Maintains Township road repair and inspection records.
- Performs or oversees road maintenance on Township roads such as repairing potholes, crack sealing, and paving.
- Responsible for mowing and tree trimming along Township roads.
- Responsible for the maintenance of culverts, drainage swales, and catch basins along Township roads.
- Performs seasonal work such as salting roads and snow removal.
- Responds to emergency calls concerning ice and snow removal, storm damage, and street damage.
- Ensures that roadways are free from hazards, including dead animal disposal.
- Inspection and replacement of road signs.

Maintenance of Township Park and Green Space:

- Responsible for maintenance of the Township park and green spaces, including mowing and weeding.
- Maintains condition of ballfields; weed control, drainage, tillage, etc.
- Inspects play equipment and maintain inspection records.
- Inspects tennis courts, shelter house, and concession building for any needed repairs and upkeep. Winterizes concession building in fall and prepare for opening in the spring.
- Performs trash removal.
- Coordinates tree maintenance and plantings.

Cemetery Responsibilities:

- Maintains the Township cemeteries and coordinates burials.
- Maintains flags and poles in good condition.
- Performs tree and limb clean up as needed.
- Performs or supervises all mowing and trimming.

- Locates and plots specific grave sites for sales or burials.
- Measures for headstone and foundation placement.
- Enforces cemetery rules.

Other Duties:

- Maintains inventory of supplies for all road, park, and cemetery work; responsible for ordering and maintaining an adequate supply of road salt.
- Performs preventative and routine maintenance of township vehicles and equipment.
- Performs physical labor including hauling, cutting, cleaning, shoveling, and painting.
- Responds to complaints from citizens.
- Attends meetings of the Board of Township Trustees and provides a report on maintenance activities in the Township.
- Oversees general maintenance of Township facilities.
- Other duties as may be assigned by the Township Trustees.

Qualifications:

- Valid Ohio Driver's License
- Valid Ohio Commercial Driver's License (CDL)
- Minimum five years' experience in general road maintenance
- Ability to be called out on other than normal house and work various shifts as necessary
- Must be in good physical condition; i.e., ability to pass all required physical exams and drug testing required by the State of Ohio and/or the Township Trustees

Skills and Knowledge:

- Ability to maintain and adhere to daily and monthly maintenance schedules, while taking into consideration weather and road conditions.
- Thorough knowledge of township geography.
- Considerable knowledge of the occupational hazards and corresponding safety practices necessary for the safe performance of work duties.
- General knowledge of the operation, care, and maintenance of tools and equipment utilized in the performance of assigned duties.
- Ability to perform heavy manual labor for extended periods of time.
- Ability to understand and follow oral and/or written instructions.
- Ability to work under the limited supervision of the Township Trustees.