

VILLAGE OF ADA
An Equal Opportunity Employer
CLASSIFICATION SPECIFICATION

Class Title: Street Superintendent

GENERAL DESCRIPTION:

Under the general direction, oversees construction, maintenance, repair, and/or operation of the village's streets, including, but not limited to water, wastewater, and storm water distribution and collection systems; ensures compliance with state and federal regulations; interprets and enforces village ordinances and policies and follows all safety regulations; maintains all village structures; evaluates equipment for possible replacement or upgrade; schedules work, material, and personnel.

QUALIFICATIONS: An example of acceptable qualifications:

Completion of associates degree, plus four (4) years experience in street maintenance and repair, including two (2) years supervisory experience; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid State of Ohio driver's license and maintain insurability under the village's vehicle insurance policy; possession of a State of Ohio Commercial Driver's License (CDL) required within 60 days of appointment. May be required to obtain a current license in water distribution and/or wastewater collection issued by the Ohio Environmental Protection Agency.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all-inclusive:

Computer and standard business office equipment; miscellaneous hand and power tools, skid loader, dump truck, pick up truck, bucket truck, leaf vac., snowplow, salt spreader, mowers, two-way radio, backhoe, street sweeper, front-end loaders, graders, sewer Vactor, street striping equipment, tractors, chainsaws, air compressor, and other similar equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Employee works in the vicinity of floor or wall openings, elevated platforms, and/or runways; ascends and/or descends ladders, stairs, or scaffolds; works on and around powered platforms and/or vehicle mounted platforms; works in a confined space (e.g., manhole); works in area in which means of egress is or can be obstructed; is exposed to environmental conditions which may result in injury from fumes, odors, dust, mists, gases, and/or poorly ventilated work areas; works around motorized equipment; is exposed to possible injury from extremely noisy conditions above 85db; is exposed to possible injury from hazardous gases, chemicals, flammables, air contaminants; is exposed to possible injury from hazardous waste; is exposed to wet walking surfaces; has exposure to hot, cold, wet, humid, or windy weather conditions; is exposed to possible injury due to unclean or unsanitary conditions; is exposed to possible injury as a result of electrical shock; is exposed to traffic; is exposed to dirt, dust, and odor; works with moving mechanical parts of equipment or machines; has exposure to hazardous driving conditions; is exposed to possible injury from explosions; works with and around chemicals found in an office environment (toner, correction fluid, etc.); is exposed to possible injury as a result of falling from high places; has exposure to life threatening situations; has exposure to fire; has contact with potentially violent or emotionally distraught persons; may occasionally be exposed to other hazardous or physically demanding working conditions experienced by divisional personnel; may be required to work evenings, nights or weekends; exerts up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or a negligible amount of force constantly to move objects; may be required to move objects weighing several hundred pounds.

Developed by:

Date Adopted: 11.18.14 Res. 2014-26 Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43017

{12/11/2014 CLADAVI 00144603.DOCX }

VILLAGE OF ADA
An Equal Opportunity Employer
CLASSIFICATION SPECIFICATION

Class Title: Street Superintendent

ILLUSTRATIVE DUTIES: For purposes of 42 USC 12101:

1. Under general direction, responsible for the operation of the street department of the village, including, but not limited to, water, wastewater, and storm water distribution and collection systems; ensures compliance with state and federal regulations; evaluates equipment for possible replacement or upgrade; analyzes annual operating costs and makes recommendations for the street department's budget; directs and supervises the work activities of subordinates; provides assistance and guidance to departmental staff as needed; issues discipline and conducts performance reviews; trains subordinates in proper work procedures; reviews personnel records of assigned staff; calculates figures and verifies accuracy.
2. Supervises and assists in the performance of skilled, semi-skilled and unskilled construction, maintenance, and repair functions; supervises and assists in the performance of street maintenance duties; repairs and maintains sidewalks; picks up and removes tree limbs, leaves, and other debris; applies traffic and pedestrian markings to road or pavement surfaces; repairs and replaces traffic signs; hauls gravel, salt, and other materials; compiles and prepares reports; directs and assists in the trimming of trees and bushes, mowing, street sweeping, shoveling, and maintaining buildings and grounds, etc.; operates various types of automotive equipment; loads and unloads materials as needed; cleans drainage structures.
3. Under general direction, maintains inventory and prepares requisitions for the purchase of equipment, supplies, and materials.
4. Performs construction design review and inspections as required for village-issued permits.
5. Oversees and assists with maintenance of village-owned vehicles and equipment.
6. Subject to being on call 24 hours, seven (7) days a week.
7. Maintains required licensures and certification.
8. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
9. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

10. Performs other duties as assigned.

VILLAGE OF ADA
An Equal Opportunity Employer
CLASSIFICATION SPECIFICATION

Page 3 of 3

Class Title: Street Superintendent

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: budgeting; *village policies and procedures; geographic layout of jurisdiction; *department goals and objectives; *department policies and procedures; road construction, maintenance, and repair; general construction, maintenance, and repair; vehicle maintenance and repair; proper lifting techniques; snow and ice removal; grounds maintenance and repair; safety practices and procedures; OSHA regulations; certification/licensure requirements; water construction, maintenance, and repair; sewer construction, maintenance, and repair; equipment, chemicals, and other materials used in custodial services; public relations; records management; program tasks, equipment, material, and procedures; inventory control; employee training and development; supervisory principles and practices; project management; manpower planning; customer service practices; delegation; leadership.

Skill in: motor vehicle operation, including but not limited to: street sweeper, sewer jet, snowplow, lawn mowers, and backhoe; computer systems operations; hand and power tools; two-way radio.

Ability to: follow policies, procedures, and regulations; deal with problems involving several variables within familiar context; recognize unusual or threatening conditions and take appropriate action; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment; add, subtract, multiply, and divide whole numbers; prepare accurate documentation; compile and prepare reports; communicate effectively; instruct others; maintain records according to established procedures; develop and maintain effective working relationships; cooperate with co-workers on group projects; lift up to 100 pounds and move a distance of 30 yards; perform heavy manual labor for extended periods of time in often adverse conditions; travel to and gain access to work site; work safely; exhibit and maintain satisfactory work ethics and public relations.

Developed by:

Date Adopted: 11.18.14 Res. 2014-26 Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43017

{12/11/2014 CLADAVI 00144603.DOCX }