

LEGAL NOTICE
CITY OF ASHTABULA
FULL TIME POSITION AVAILABLE

The City of Ashtabula is seeking applications for one full time position of Superintendent of Public Services.

Interested persons may apply for this position by filing a written application with the Ohio Means Jobs, located at 2247 Lake Avenue, Ashtabula, OH 44004 prior to 4:30 p.m. on August 18, 2017 for the position of Superintendent of Public Services. All applicants must pass a pre-employment drug screen and background check. A copy of the job description is available upon request of application.

The City of Ashtabula is an Equal Opportunity Employer.
James Timonere
Ashtabula City Manager

Publish: August 6, 2017 and August 8, 2017

Please send billing and proof of publication to:
City of Ashtabula
c/o Dana Pinkert
4717 Main Avenue
Ashtabula, OH 44004

Job Description
Public Services Superintendent

Department: Public Works/Sanitation

Hours: 7:00 a.m. to 3:00 p.m.

Monday through Friday

On call for emergencies 24 hrs /day, 7 days/week

Immediate Supervisor of the Position: City Manager

Rate of Pay: \$69,217.99 annually

General Statement of Duties:

Under the general direction of the City Manager, the Public Services Superintendent is responsible for supervising Sanitation, Public Works and Motor Maintenance Departments. Perform related tasks as required.

General Requirements:

- Supervise and administrate all phases of the Sanitation, Motor Maintenance and Public Works Departments.
- Development of long and short range plans for the successful continuing operation of each Department.
- Maintain compliance to all personnel and Departmental and State safety regulations and safety policies.
- Prioritize, oversee, develop and implement work orders to General Foreman or Foreman in Public Works, Sanitation, Motor Maintenance and Traffic.
- Develop routing for efficient collection of residential and commercial refuse disposal, street plowing and street sweeping.
- Approves or disapproves overtime and vacation schedules as recommended.
- Assigns construction and maintenance projects to the Street and Sewer Maintenance Supervisors, Traffic Foreman, or Public Works Foreman.
- Personally inspects work in progress for conformance to plans and specifications and established work standards; interprets plans and specifications.
- Determines the priority of maintenance to vehicles; approves or disapproves requisitions for all necessary materials and supplies.
- Coordinates maintenance activities on the basis of available equipment, vehicles, and manpower.
- Develops procedures and forms for the reporting of activities and work time.
- Recommends changes in class specifications to the City Manager or his/her designee to review policies and work rules; to discuss work problems, and report reasons for delays in work project.
- Prepares summary of activities for inclusion in the Public Services Division Annual Reports, including Public Works, Sanitation, Motor Maintenance, and Traffic.
- Recommends an annual budget to the City Manager for Sanitation and Public Works.
- Performs other related duties as required by the City Manager or his/her designee.

Qualifications:

- Minimum high school graduate or equivalent
- Five (5) years experience in a Supervisory capacity
- Must have knowledge of job scheduling, hiring, supervision and discipline of employees, operating backhoes, mowers, and other heavy equipment and the ability to properly train others to use equipment safely.
- Knowledge of materials, methods practices and equipment used in refuse collection, storm and sanitary water distribution, street, grounds, sewer and storm drain maintenance and repair activities.
- Knowledge of types and levels of maintenance and repair activities generally performed Sanitation and in street, grounds, storm line and sewer line maintenance programs.
- Knowledge of Safety principles and the ability to establish and implement safety programs in accordance with established or mandated procedures.

Performance Aptitudes

- Requires ability to function in a supervisory capacity for a project and/or department
- Requires ability to provide guidance, assistance and/or interpretation to others regarding the application of procedures and standards to specific situations. Includes the ability to make decisions on procedural and technical levels
- Requires computer skills relative to e-mail, creating spreadsheets, payroll, and other documents
- Knowledge of methods used to repair building, sidewalks, knowledge of the tools, equipment and materials used in buildings and grounds maintenance
- Ability to accurately estimate the cost of minor construction and maintenance projects
- Ability to develop an effective working relationships with employees, public officials, and the general public
- Ability to write and speak effectively
- Ability to maintain comprehensive work records and prepare reports.
- Ability to apply for grants
- Approve payrolls for all departments