

# BOSTON TOWNSHIP

<b>JOB TITLE: Road Superintendent</b>	<b>REPORTS TO: Township Trustees</b>
<b>DEPARTMENT: Road Department</b>	<b>EFFECTIVE DATE: September 9, 2015</b>

**JOB SUMMARY:** The Road Superintendent plans, directs, and supervises Township road maintenance, repair, and construction projects, and equipment maintenance and repair activities; confers with the Summit County Engineer and contractors to establish work priorities; establishes maintenance programs such as the annual paving program; assigns tasks to work crews; establishes equipment maintenance and repair priorities. Maintains the township road garage and ancillary buildings and the township offices including the supervision of all repairs deemed necessary. Maintains the grounds and parking lots of the township property. Supervises the Assistant Road Superintendent and other Road Department employees.

## **MAJOR TASKS AND DUTIES:**

### **I. ROAD ACTIVITIES**

#### **A. Primary Duties**

- 1) Requests from COSE, preparation of all bid specifications required for outside contracts with regard to the operation of the Road Department.
- 2) Prepares and updates the Road Department Five-Year forecast of activities, preparation and ongoing management of the annual budget requirements.
- 3) Examines all new developments with regard to drainages, storm water management and roadway construction to assure a lowest cost effective maintenance item.
- 4) Plans, directs and supervises Township roadway and drainage maintenance, road construction projects and equipment, building and repair functions.
- 5) Orders all materials and supplies needed for the maintenance of all Township roads and drainage systems.
- 6) Functions as first line liaison with the township's constituency on Road Department problems affecting them.
- 7) Coordinates and acts as liaison with the County Engineer and outside contractors for road related projects.
- 8) Manages various Road Department administrative projects such as budget recommendations and requisition of Road Department supplies and materials.
- 9) Functions as first line liaison with the township's storm water management program.
- 10) Operates township equipment, including but not limited to trucks, backhoes, front end-loaders, snow removal equipment, leaf vacuums, branch chippers, etc.
- 11) Cleans and inspects all equipment after use, performing routine maintenance when necessary such as oil changes, changing belts, etc.
- 12) Repairs equipment as necessary and recommends when equipment should be sent out for repairs.
- 13) Inspects and issues driveway and culvert permits
- 14) Required to be on call 24-hours a day throughout the year.

**B. Supervisory Duties**

- 1) Supervises Road Department full-time and part-time personnel and entities contracted by the township for road purposes.
- 2) Verifies that hours turned in by Road Department employees are correct and accurate.
- 3) Informs Township Trustees of employees' days off, vacations, illnesses, and accidents. Also completes an accident report and any other necessary paperwork.
- 4) Notifies Township Trustees and emergency response agencies about any road closures or detours.
- 5) Attends semi-monthly Trustees' meetings and reports on all relevant issues. Attends other special meetings, workshops or seminars as required or requested.

**C. Other Illustrative Duties**

- 1) Visits work sites and inspects project progress; assures that work is being performed according to plans, specifications and instructions; initiates corrective measures if required and/or instructs contractors on the best methods to complete assigned tasks when needed.
- 2) Inspects the township highway system to identify maintenance problems and potential hazards; responds to and investigates complaints from the public, township personnel and officials, and advises the County Engineer, when needed, of conditions, and the severity of hazards and problems, and recommends or takes corrective actions.
- 3) Responds to emergency road situations and initiates emergency highway maintenance such as snow and ice removal, flooding, removal of storm damage, etc.

**II. SUPERINTENDENT OF TOWNSHIP FACILITIES****A. Primary Duties**

- 1) Maintains the township road garage, administrative offices, parking lots and grounds and the supervision of all repairs deemed necessary to them.
- 2) Clears snow and ice from all sidewalks, entrances of township owned buildings, and all township parking lots.
- 3) Communicates with the Township Trustees and with contractors working in or on township facilities.
- 4) Prepares bid specifications regarding the maintenance of all township maintained facilities.
- 5) Directs all contractors involved in maintaining the facilities and grounds maintained by Boston Township.

**SPECIFIC GUIDELINES:** The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Other duties may be assigned by the Trustees from time to time.

**MINIMUM QUALIFICATIONS:**

**EDUCATION/TRAINING:**

1. High School diploma or GED.
2. An Associate Degree in Engineering or a related field is desirable, but not necessary.
3. Must possess a valid Ohio Commercial Driver's License (CDL) and maintain a good driving record.
4. Must participate in random drug and alcohol screening.
5. The employee shall remain free of any alcohol or controlled substances in the workplace.

**EXPERIENCE:**

Must have a minimum of 2-3 years of experience in road and road drainage maintenance and construction or an equivalent combination of training and experience.

**MENTAL FUNCTIONS**

1. Must be able to give clear oral and written instructions.
2. Must have demonstrated ability to supervise others.
3. Must have working knowledge of computer operations.
4. Ability to acquire a knowledge of street system and physical layout of the township.
5. Ability to prepare reports, writing accurately, legibly and concisely.
6. Ability to solve problems and make decisions, sometimes under stress.
7. Ability to operate in the absence of clear expectations, precedence, or procedures.
8. Ability to prioritize workloads with coordination of multiple demands.
9. Ability to demonstrate mature judgment and reasoning at all times.
10. Ability to develop and control the annual budget.
11. This position must follow standing routines, schedules, and township procedures. Incumbent must be able to work independently the majority of the time, taking command and giving orders as needed, and to work cooperatively with the township trustees, the public and other employees. Personal initiative is also necessary in identifying both problems and solutions in the township.

**PHYSICAL FUNCTIONS:**

1. Ability to communicate information both orally and in writing.
2. Ability to walk, stand, or sit for extended or intermittent periods to time.
3. Ability to listen, comprehend, and respond to one-on-one or group discussions.
4. Ability to operate job-related equipment.
5. While performing the duties of this job, the employee is frequently required to walk, sit, stand, talk, hear, and move quickly to respond to needs of the task. The job requires the use of hands, fingers, and feet to handle, feel and control heavy equipment. The employee must occasionally lift and/or move up to 100 pounds and occasionally lift and/or move 50 pounds to a height of 5 feet. Specific vision abilities required by this job include close vision and the ability to adjust focus.
6. Employee must comply with all safety standards (i.e., OSHA) regarding the use of equipment and proper attire. Employee must also enforce these standards for all other Road Department employees.

**WORKING CONDITIONS: The working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

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**Employee Signature**

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**Date**