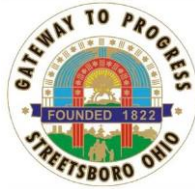


# City of Streetsboro



## POSITION AVAILABLE

Posting Date: April 26, 2022 Deadline: May 10, 2022

JOB TITLE: ASSISTANT DIRECTOR PUBLIC SERVICE  
DEPARTMENT: SERVICE and WATER  
IMMEDIATE SUPERVISOR: DIRECTOR PUBLIC SERVICE  
POSITIONS SUPERVISED: SERVICE and WATER DEPARTMENT  
STATUS: FULL-TIME, NON-EXEMPT, UNCLASSIFIED  
SALARY RANGE: \$65,000 - \$85,000/Annually

### JOB RESPONSIBILITIES:

Assistant Director Public Service under general supervision, for construction, improvement, and maintenance of all public service, buildings, grounds, cemeteries, roads, streets, and all other public places of the City, and the collection and disposal of waste. He/she will assist, in the maintenance of all City property and equipment, the storage of all materials and supplies.

- Assist with the care and maintenance of City owned buildings and properties including mowing, weeding, trash removal, tree management and maintenance, water lines, storm drain maintenance.
- Care and maintenance of City owned vehicles.
- Manage Snow removal with vehicle-mounted plows, skid steers, snow blowers and shovels.
- Manage work order program and build efficiencies.
- Monitor work site; review for safety and timely completion.
- Assist in the maintenance of traffic signals and signage.
- Required to respond to emergencies outside of regular business hours as needed and serve as backup if the Director of Public Service is not available.
- This position works indoors and outdoors throughout the year in all weather conditions.
- Trains and supervises all Department employees.
- Other duties as assigned.

### QUALIFICATION:

- Minimum qualifications include a High School Diploma or GED equivalent and (7) seven to (10) ten years of progressively responsible work in public service.
- An ability to provide proven, progressive and passionate for public service that is committed to delivering excellent public services.
- Has a well-developed leadership and management skills with a strong desire to work in a community, fast-paced, and team-oriented environment
- Maintain excellent levels of customer service.
- Must possess a valid State of Ohio Class A Commercial driver's license with an acceptable driving record.
- Must be eligible to work in the United States.

**HOW TO APPLY:** Applications are available on the City's website at [www.cityofstreetsboro.com](http://www.cityofstreetsboro.com) Department/Human Resources. Forward a completed, signed City employment application, resume and (3) references to [Slockhart-reese@cityofstreetsboro.com](mailto:Slockhart-reese@cityofstreetsboro.com)

### Department of Human Resources

9184 State Route 43, Streetsboro, OH 44241 P: 330.626.4942 F: 330.626.6087

[www.cityofstreetsboro.com](http://www.cityofstreetsboro.com)