

City of West Carrollton, Ohio

An Equal Opportunity Employer

Position Title: General Maintenance Supervisor

Department: Parks and Recreation

Employment Status: Full-time

FLSA Status: Non-Exempt



GENERAL NATURE OF WORK: This is responsible skilled and supervisory work in the City of West Carrollton's Department of Parks and Recreation. An employee in this class is responsible for the performance of a variety of types of skilled labor along with other administrative tasks and physical labor associated with the maintenance and repair of City buildings, parks, right-of-ways, and recreation facilities. Duties are performed under the limited direction of the Parks and Recreation Director.

EQUIPMENT & JOB LOCATION: This position requires a thorough knowledge of the operation of tools and equipment, including: a variety of hand and garden tools, lawn mowers, tractors, welder, transportation vehicles, construction vehicles, and assorted recreation equipment; and a variety of standard office equipment, including: personal computer, calculator, copier, fax machine, telephone, and general office equipment. The primary work site is the West Carrollton City Building, the City's right-of-ways, and the City's recreation facilities.

ESSENTIAL FUNCTIONS – EXAMPLES OF DUTIES:

Any one position may not include all of the duties listed nor do the listed examples include all duties that may be found in all positions in this class.

- Plans, schedules, assigns, and directs work assignments and tasks to be performed by the following positions: Maintenance Repair Persons, Grounds Maintenance Specialist, Custodian, and assorted seasonal employees.
- Maintains all City buildings, right-of-ways, and recreation facilities including the City swimming pool.
- Assists with the purchasing of equipment and supplies for the department.
- Assists with the development of the annual department budget.
- Responds to requests for maintenance from other City departments.
- Prepares monthly reports.
- Holds periodic meetings with employees regarding safety issues.
- Responsible for a variety of personnel matters, including hiring, training, payroll, evaluation, and record-keeping.
- Operates a variety of vehicles, machines, and equipment appropriate to job related tasks.
- Operates light equipment such as tractors and mowers.
- Performs seasonal work such as snow removal and lawn mowing.

ADDITIONAL EXAMPLES OF WORK PERFORMED:

- Coordinates activities with local schools, civic organizations, and local parks and athletic groups and associations as necessary.
- Performs other duties as assigned.

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DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to establish and maintain effective working relationships with city officials, fellow employees, other city employees, and the general public.
- Thorough knowledge of building maintenance operations and corresponding techniques.
- Thorough knowledge of the operation, care, and maintenance of tools and equipment utilized in the performance of assigned duties.
- Thorough knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance of assigned duties.
- Ability to operate maintenance tools and vehicles.
- Ability to maintain records efficiently and accurately.
- Ability to understand and execute oral and written instructions.
- Ability to handle confidential information.
- Skill in dealing firmly, tactfully, and courteously with the general public and city employees.
- Ability to work under the limited direction of the Parks and Recreation Director.

DESIRABLE TRAINING AND EXPERIENCE:

- Graduation from a standard high school, or the equivalent; supplemented by some progressively responsible experience in maintenance; or any combination of training and experience which provides the desired knowledge, skills, and abilities.

NECESSARY SPECIAL REQUIREMENTS:

- Possession of, or ability to obtain promptly, a valid Ohio Class "B" Commercial Driver's License (CDL) as required.
- Ability to work other than normal working hours, and to work various shifts as necessary.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)