

POSITION DESCRIPTION

UNION TOWNSHIP

An Equal Opportunity Employer

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NAME OF EMPLOYEE: _____

CLASS TITLE: Operations Supervisor

WORKING TITLE(S): Operations Supervisor

REPORTS TO: Township Trustees FLSA STATUS: Nonexempt

PAY STATUS: Resolution/Motion EMPLOYMENT STATUS: Full-time, at will

DOL/0*NET CODE: 188J 37-010/869.664-018/899.684-046/47-1011.00

JOB RESPONSIBILITIES: In addition to the following, performs other related duties as required.

Under general direction, directs cemetery operations; directs and performs construction, maintenance and repair functions; directs and performs equipment and vehicle maintenance and repair functions.

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the knowledge, skills and abilities listed below. An example of an acceptable qualification for this position is:

Completion of secondary education with training and/or work experience which evidences a thorough knowledge of construction, maintenance and repair procedures and advanced knowledge of supervisory practices and procedures; or equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities; possession of a valid Commercial Driver's License. Must be able to read, write, speak, and understand the English language.

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 use 12101.

Listed in order of importance.

1. Oversees and assists in directing all aspects of Township operations in accordance with directives from Trustees (e.g., may assist in overseeing solid waste district; manages Township debris plan; directs emergency situations such as storms, etc.); assists in development of Township policies, procedures, goals and objectives; communicates and implements policies and procedures; develops and recommends long range plans; determines work priorities; assigns tasks, provides direction, and ensures work complies with organizational standards; oversees activities of independent contractors; recruits, interviews, and recommends selection of candidates; observes and analyzes performance of subordinate personnel; recommends commendation, suspensions, reductions, or dismissals of employees; hears and resolves employee complaints; conducts disciplinary hearings; conducts staff briefings and meetings; develops and implements in house training programs; implements and ensures

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compliance with organizational payroll system and documentation; authorizes paid and unpaid leaves of absence and overtime; reviews and approves time records; conducts needs and resource assessments; assures legal compliance of facility and equipment; aids in preparing and recommending specifications for vehicle/equipment purchases.

2. Directs cemetery operations; meets with family of deceased; sells cemetery plots; locates grave sites; supervises burials; works with monument company and vault company to install monuments and vaults; supervises and participates in mowing, trimming, digging of graves and installation of bases and plaques; makes recommendation to Operations Manager and/or Board regarding cemetery rules.
3. Performs construction, maintenance, and repair functions; plans, directs, and coordinates construction, maintenance, and repair of roads and related facilities; operates heavy equipment to perform construction, maintenance and repair activities (e.g., side-arm mower, front end loaders, back-hoe, etc.); constructs, maintains and repairs storm sewers; repairs and cleans manholes, storm sewers and catch basins (e.g., lays new sewer lines, sprays weeds, pumps out flooded basements and sewers, etc.); operates farm type tractors with rotary mowing attachments; operates pickup and dump trucks to haul dirt, gravel, asphalt, brick, and related materials and equipment; operates truck equipped with snow plow; cuts, saws up, loads and hauls trees; operates miscellaneous equipment to perform road related work activities (e.g., air compressor, sand spreader, salter, cement mixer, etc.); performs rough carpentry work; recognizes road and signing hazards, notifies proper authority and remains until hazard is corrected; repairs roads using cold patch or hot mix; repairs and maintains berms; cleans roadside ditches; installs, repairs and replaces cross-culverts; completes and maintains documentation (e.g., completes county and state road condition reports; maintains maintenance logs; maintains fuel logs; etc.
4. Performs equipment and vehicle maintenance and repair functions; performs initial inspections of equipment and vehicles; diagnoses malfunctions; inspects and oversees work in progress; inspects, analyzes and maintains automotive and construction vehicles (e.g., trucks, tractors, back-hoe, etc.); performs a variety of vehicle maintenance duties (e.g., changes oil and filters, lubricates, checks systems); solicits and secures minimum quotes for needed repairs and/or parts, as needed; schedules equipment and vehicles for repair; conducts periodic inventory.

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OTHER DUTIES AND RESPONSIBILITIES:

1. Performs related duties, as required.

KNOWLEDGE, SKILLS AND ABILITIES necessary to perform duties (* indicates developed after employment).

Knowledge of: employee training and development; delegation; supervision; organizational policies and procedures*; general construction, maintenance, and repair; certification/licensure requirements; records preparation and management; road construction, maintenance, and repair; utility construction, maintenance, and repair; vehicles, tools, equipment, and supplies used in utility, construction, maintenance and repair; building and grounds construction, maintenance, and repair; safety practices and procedures; vehicle maintenance and repair.

Skill in: rough carpentry; motor vehicle operation; use or operate construction equipment; giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times; coordination; critical thinking; talking to others to convey information effectively; motivating, developing, and directing people as they work, identifying the best people for the job; reading comprehension; time management; monitoring; being aware of others' reactions and understanding why they react as they do; persuading others to change their minds or behavior; understanding the implications of new information for both current and future problem-solving and decision-making; complex problem solving; instructing; considering the relative costs and benefits of potential actions to choose the most appropriate one; determining the kind of tools and equipment needed to do a job; actively looking for ways to help people.

Ability to: define problems, collect data, establish facts, and draw valid conclusions; complete routine forms; develop and maintain effective working relationships; recognize unusual or threatening conditions and take appropriate action; resolve complaints; maintain records according to established procedures; prepare accurate documentation; read, write, speak, and understand the English language; listen to and understand information and ideas presented through spoken words and sentences, communicate information and ideas in speaking so others will understand; read and understand information and ideas presented in writing; communicate information and ideas in writing so others will understand; imagine how something will look after it is moved around or when its parts are moved or rearranged; speak clearly so others can understand you; perform heavy manual labor for extended periods of time in often adverse conditions; quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions; demonstrate manual dexterity; keep your hand and arm steady while moving your arm

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or while holding your arm and hand in one (1) position; coordinate two (2) or more limbs (e.g., two (2) arms, two (2) legs, or one (1) leg and one (1) arm) while sitting, standing, or lying down; exert maximum muscle force to lift, push, pull, or carry objects; match or detect differences between colors, including shades of color and brightness; safeguard information of a sensitive or confidential nature; travel to and gain access to worksite; see details at close range (within a few feet of the observer); see details at a distance; operate construction equipment.

EQUIPMENT OPERATED

Standard business office equipment (e.g., computer, telephone, copier, fax machine, printer, etc.), side-arm mower, front end loader, back-hoe, pick-up truck, dump truck, snowplow, tractor, air compressor, sand spreader, salter, cement mixer, brush chipper, other equipment as needed.

UNUSUAL, HAZARDOUS OR PHYSICALLY DEMANDING WORKING

CONDITIONS:

The employee: is exposed to severe weather, construction hazards, traffic, heavy equipment, loud noise, irritating chemicals, animals, dust and hazardous driving conditions; travels to and gains access to worksite; subject to emergency call-outs; exerts up to 100 pounds of force occasionally (occasionally: activity or condition exists up to 1/3 of the time) and/or up to 50 pounds of force frequently (frequently: activity or condition exists from 1/3 to 2/3 of the time) and/or up to 20 pounds of force constantly (constantly: activity or condition exists 2/3 or more of the time) to lift, carry, push, pull, or otherwise move objects.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered heavy work.

In cases of emergency, unpredictable situations, and/or department needs, required to lift, push, pull, and/or carry objects heavier than DOL strength ratings recommend.

LICENSURE OR CERTIFICATION REQUIREMENTS

Must possess and maintain a valid State of Ohio Commercial Driver's License; must maintain insurability according to Township policy.

Union Township, Miami County Board of Trustees
Employee Handbook and Procedures Manual

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform duties required by the Township Trustees.

Approved by Township Trustees

Date

My (employee) signature below signifies that I have reviewed my position description and that I understand the contents of the position description. I will perform to the best of my ability the job duties and requirements specified in this position description. I understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these activities.

Signature of Employee

Date