

---

**City of Chardon**  
**Job Description**

---

Title - Superintendent of Streets, Cemeteries and Parks

**STATUS:** Exempt

**REPORTS TO:** Director of Public Service

**PAY PLAN:** Non-Bargaining

**PAY BAND:** 4

**REVISION DATE:** September, 2018

**PURPOSE OF POSITION:**

This is highly responsible supervisory and administrative work for the City's streets, parks, cemeteries and storm sewer systems. Work includes responsibility for directing and supervising the maintenance and repair of streets, storm sewers, parks, and cemeteries.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Plans, directs, and coordinates the operation, maintenance and repair of streets, storm sewers, cemeteries, parks and other public facilities; receives and investigates complaints concerning the operation of the Division; repairs as a result of complaints or requests for service as needed.
- Participates in the selection, supervision, training, monitoring, direction, performance reviews, discipline, and safety of the Street, Cemetery, and Parks Division employees.
- Assists in the preparation and presentation of Division budgets, capital planning programs, projections and requirements.
- Receives and investigates complaints concerning the operation of the Streets Division, makes repairs or changes as a result of complaints or requests for service as needed.
- Prepares and verifies payroll records.
- Maintains inventory of supplies, material and equipment.
- Prepares purchase requisitions and makes recommendations as necessary.
- Monitors Division budget for compliance throughout the year.
- Develops and maintains a preventative maintenance and inspection program for the operation, maintenance, repair and replacement of all equipment and facilities of the Division.
- Assures that safety regulations and practices are observed and exercised.
- Instructs employees in safety regulations and practices and informs them of changes and updates.
- Responds to emergencies of this Division or others as may be required.
- Assists all other divisions and departments as may be required.
- Attends meetings as may be required.
- Develops data and prepares City, State and Federal reports.
- Attends seminars, conferences and meetings to keep abreast of trends and developments in the Division.
- Performs the duties of subordinates as may be necessary.
- Performs duties under adverse conditions and follows an irregular schedule on occasion.
- Schedules work and equipment and monitors the quality of work in relation to standards and timetables.
- Oversees the maintenance of certain cemetery records.
- Performs related work as directed.

**MINIMUM QUALIFICATIONS:**

Must have a minimum of two (2) years of university, community college, business school, trade school or technical college experience – or equivalent experience.

Must have a minimum of three (3) years of experience in a public works or public service department with considerable experience in streets, cemeteries, parks, and other public infrastructure – or equivalent experience.

Certifications for FEMA NIMS training, Work Zone Safety, Confined Space, Excavation and Trenching, Fall Protection, Lock Out Tag Out, OSHA-10 Hour Training, Substance Abuse DER's and Supervisors Training, Traffic Signage and Inspection, and Pavement Management Systems - preferred.

Possession of a valid State of Ohio Class - A Commercial Driver's License or ability to obtain upon hire.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Considerable knowledge of the materials, methods, and techniques used in public works maintenance activities.
- Considerable knowledge of the occupational hazards and safety precautions of the work.
- Knowledge of the principles and practices of public works administration.
- Ability to plan, organize, and supervise the work of subordinates.
- Ability to communicate effectively, orally and in writing.
- Ability to establish and maintain effective working relationships with officials, employees, contractors, and the public.
- Ability to stay abreast of current developments in the public works field.
- Ability to read and prepare blueprints, drawings and specifications.
- Ability to perform duties, on occasion, under adverse conditions and to follow an irregular schedule.

**PHYSICAL REQUIREMENTS:**

This is medium work requiring the exertion of 50 pounds of force regularly, some heavy work requiring the exertion of 100 pounds of force occasionally, and up to 20 pounds of force constantly to move objects. Physical activities include climbing, balancing, stooping, standing, walking, pushing, pulling, lifting, reaching, fingering, grasping, and repetitive motions. Also includes the necessity to communicate by talking, hearing/listening. Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus, for operation of machines and equipment, determination accuracy and thoroughness of work, and observation of general surroundings.

**WORK ENVIRONMENT:**

The employee is subject to inside and outside environmental conditions including, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, dust/dirt, grease/oils, paint fumes, moving parts of machinery and extreme weather conditions both hot and cold. Work is generally outdoors.