



JOB POSTING COVER SHEET

CLASS TITLE: Maintenance Supervisor I

POST ON BOARDS: January 4, 2019

DATE EMAILED TO DEPARTMENTS: January 4, 2019

TIME EMAILED TO DEPARTMENTS: 3:45pm

DATE TO REMOVE POSTING: Open until filled

APPLICANTS: Open to all



INTEROFFICE MEMORANDUM

PLEASE POST

All 1/4/19

TO: All Department/Division Heads
FROM: Human Resources
DATE: January 4, 2019
**SUBJECT: JOB OPPORTUNITY: Department of Public Service
Public Works Division**

CLASS TITLE: Maintenance Supervisor I

GRADE 12

ENTRANCE RATES

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
\$20.6168	\$21.6473	\$22.7296	\$23.8660	\$25.0594	\$26.3128

See copy of Class Specifications attached for a general statement of duties, examples of work, required knowledge, skills and abilities, as well as acceptable experience and training. **Supervising small crews engaged in the construction, maintenance and/or operation of public property, public works or facilities. Graduation from high school. Valid class B commercial driver's license with tanker endorsement required. Must be able to work in all weather conditions. Possible weekends and shift work. Open to all.**

Submit applications and resumes to: City of Painesville, Human Resources Division, 7 Richmond Street, P.O. Box 601, Painesville, Ohio 44077-0601 or email to hr@painesville.com
Position open until filled.

Blank application forms may be obtained from the switchboard attendant at City Hall or online at www.painesville.com. A full job description can be viewed at City Hall or on the City's website.

The City of Painesville is a drug & alcohol free employer.

The City of Painesville, Ohio, is an equal opportunity employer and does not discriminate against any individual, employee or applicant for employment, because of race, color, religion, sex, national origin, disability, age or ancestry, in the provision or accessibility of programs and services, or in employment practices.

POSITION DESCRIPTION
CITY OF PAINESVILLE
An Equal Opportunity Employer

Position Title: Maintenance Supervisor I	2300
Department:	Date: 12/20/18

Pay Class: 12	Exempt / Non-exempt: Non-exempt
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General Purpose for Job: This is supervisory work over a small crew of workers engaged in the construction and maintenance of public property, public works, or facilities.

Work involves responsibility for assigning, supervising, and inspecting the work of a crew of workers engaged in the performance of tasks related to the construction and maintenance of streets, sewers, cemeteries, parks, or water distribution facilities. Work is normally received in the form of written or oral assignments from a superior. Employees in this class frequently participate directly in the performance of assigned work tasks. Work is usually performed independently and is reviewed through conferences, reports, and inspection of completed work for results obtained.

DUTIES *(The duties listed below are illustrative of the work performed by this classification. All duties are essential functions of the job unless otherwise noted with an asterisk.)*

- Supervises and participates in the work of maintenance workers engaged in street and sewer maintenance and repair, the installation and maintenance of water distribution lines and facilities, or the operation and maintenance of cemeteries, parks, and recreational facilities.
- Discusses work requirements with supervisor; makes and adjusts periodic work plans; makes daily work assignments; trains and instructs subordinates; inspects work in progress to assure conformance with instructions.
- Prepares work reports; maintains time and material records; recommends the requisition of equipment and materials as needed.
- Performs or assists in performing more difficult or skilled tasks.
- Operates and provides routine maintenance to equipment.
- Performs related work as required.

MINIMUM EDUCATION AND EXPERIENCE <i>(Required to qualify for position)</i>

Education: High school diploma

Experience: Considerable experience as a semi-skilled or skilled worker in area of assignment.

A different combination of education and experience may be acceptable if deemed equivalent.

KNOWLEDGE, SKILLS AND ABILITIES *(Required for satisfactory performance. Those which may be acquired after hire are noted with an asterisk.)*

Knowledge of:

- The tools, materials, methods, and techniques related to the area of assignment.
- The hazards and safety precautions of the work.

Skill and Ability to:

- Assign and supervise the work of others.
- Understand and follow oral and written instructions.
- Communicate effectively, orally and in writing.
- Deal with the public tactfully and courteously.
- Maintain records and prepare required reports.
- Establish and maintain effective working relationships.
- Skill in the operation and maintenance of equipment used in work.

License or Certification Required: Valid Ohio driver's license; CDL required at time of appointment (as applicable); CDL with tanker endorsement required at time of appointment (Public Works); Appropriate technical licenses from the State of Ohio applicable to area of assignment.

Physical Demands: Ability to work in all weather conditions

Scheduling Demands and Constraints: Possible weekends and shift work