



Job Title:	Chief of Service	Job Category:	Government
Department/Group:	Service Department	Status	Exempt The federal Fair Labor Standards Act (FLSA)
Location:	4 Cherry Street 67 South Scioto Street (Annex)	Travel Required:	Yes
Level/Salary Range:	Governed by Ordinance	Position Type:	Full-time
HR Contact:	Village Administrator	Date posted:	Click here to enter a date.
Will Train Applicant(s):	Experience Required	Posting Expires:	Click here to enter a date.
External posting URL:	http://www.ashvilleohio.gov/index.php/how-do-i/apply-for-a-job		
Internal posting URL:	http://www.ashvilleohio.gov/index.php/how-do-i/apply-for-a-job		

Applications Accepted By: Currently Not Vacant

<p>FAX OR E-MAIL: (740) 983-4703 or fchristman@ashvilleohio.gov Attention: Village Administrator</p>	<p>MAIL: Village Administrator Village of Ashville P.O. Box 195 200 East Station Street, Ashville Ohio 43103</p>
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Job Description

POSITION SUMMARY:

This position monitors village-wide municipal streets, storm water, lands and buildings. The position also is responsible for maintaining operational goal and objectives. Specifically work involves responsibility for planning, organizing, and directing the service department. Supervision is exercised over a staff of labor personnel. Work is performed with latitude for the exercise of independent judgment and action under the guidance of the Village Administrator and in accordance with village policies and in compliance with state and federal guidelines applicable law. Work is reviewed through meetings and reports for overall program effectiveness. The work assignment may be on a continual or intermittent basis.

ESSENTIAL JOB FUNCTIONS

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.

Personnel Function

- 1. Responsible for the supervision of all street, storm water and lands and building staff.
- 2. Delegates tasks, interviews job applicants and trains new employees in their assigned tasks.
- 3. Approves personnel actions (i.e. sick leave, vacation, overtime, etc.), determines work schedules and recommends disciplinary actions
- 4. Plans staff work schedules and coordination of repair and maintenance activities with other agencies and utilities.
- 5. Conducts on-going training for the Service Department.
- 6. Monitors work in progress; ensures proper completion of assignments; instructs crews in proper work methods; and enforces safe working procedures.
- 7. Completed performance evaluations on staff.
- 8. Recommend the promotion or transfer of an employee

Documentation Function

- 9. Prepares and maintains records, maintains files and filing system.
- 10. Provides for purchases for the department in accordance with approved purchasing policies and as instructed by the Village administrator/Mayor/Fiscal Officer.
- 11. Maintains maintenance records and prepares specifications for equipment and materials.
- 12. Maintains a variety of records of inspection, maintenance, and activities.

Equipment Function

- 13. Directs and assists in the maintenance and repair of vehicles and equipment; makes recommendations to the Village Administrator/Mayor regarding fleet repair and replacement on a continuing basis.

Financial Function

- ___ 14. Coordinates and works with Village Administrator to prepare annual operating budget.
- ___ 15. Works with Village Administrator/Mayor to prepare capital improvement budgets and accounts for funds.

Program Planning Function

- ___ 16. Assists with preparation and carries out long and short term planning for the Service Department.
- ___ 17. Assists in writing necessary bid specifications, bid advertisements, and contract documents, and grants.
- ___ 18. Represents the Village at project-related meetings as directed by the Village Administrator/Mayor.
- ___ 19. On projects plans work to include estimation of material quantities, scheduling personnel and materials and coordination of repair and maintenance activities with other agencies and utilities.
- ___ 20. Serves on various employee or other committees as assigned.
- ___ 21. Participates in the development of policies and procedures.
- ___ 22. Attends Council, staff and other meetings as required.

Reviewing and Inspection Function

- ___ 23. Performs routine inspections and preventative maintenance on assigned equipment and refers defects or needed repairs to supervisor; assists in the maintenance of traffic control devices.
- ___ 24. Inspects and/or repairs streets and storm drainage system at frequent intervals to insure that all aspects of the systems are functioning properly.
- ___ 25. Conducts on-site inspection of Village work on streets, storm water, village buildings, municipal parks and grounds.
- ___ 26. Oversees daily maintenance of street trees, including, but not limited to clearing trees and limbs from right-of-way near streets, sidewalks, and alleys; removal of street trees, and maintenance due to emergencies.

Daily Operational Function

- ___ 27. Performs general plumbing, masonry, electrical, and carpentry work.
- ___ 28. Performs street and utility maintenance and repair tasks, including pavement repair and maintenance and storm sewer repair and maintenance.
- ___ 29. Plans, directs, and assists with the maintenance, repair and construction of streets, alleys, storm sewers, construction plans and mapping.
- ___ 30. Operates trucks of various sizes and weights in the loading, hauling, and unloading of various equipment, gravel, sand, etc.; operates heavy motorized equipment such as graders, rollers, and backhoe; operates front end loader to load sand, gravel and other construction materials into dump truck; operates backhoe to dig ditches; operates tractor and bush hog to mow grass, weeds, light brush along roads and ditches.
- ___ 31. Performs required labor involved in construction and maintenance projects as part of a crew including pavement cutting, ditch digging, manhole and line cleaning, pipe repairing, and laying backfilling.
- ___ 32. Operates chain saw to cut trees and bushes; uses jackhammer to break up road surfaces; operates electric welder to make repairs to village structures or equipment.
- ___ 33. Drives and operates snow plow to scrape snow and ice from village streets; spreads cinders, salt, and/or sand to melt ice and improve traction and help make streets safe and passable.
- ___ 34. Operates a variety of power construction and maintenance equipment used in the service department.
- ___ 35. Call-out 24 hours per day; responds to emergency situations.

General Essential Functions

- ___ 36. Provides positive customer services, external and internal.
- ___ 37. Performs all duties in conformance with appropriate safety and security standards.
- ___ 38. Maintain confidentiality in respect to all matters as governed by local Ordinance, State, and Federal Laws.
- ___ 39. Flexibility in receiving and performing work assignments.
- ___ 40. Works in a manner that emphasizes Continuing Quality Improvement.
- ___ 41. Attend educational workshops or in-services, as needed.
- ___ 42. Fosters an atmosphere of teamwork and collaboration by assisting co-workers and other departments as needed and directed.

OTHER DUTIES AND RESPONSIBILITIES

- ___ 43. Perform special projects and related duties as required or assigned by the Mayor, Village Administrator, and/or designee.

The intent of this description is to provide a representative summary of the major duties and responsibilities performed by staff. Staff may be requested to perform job-related tasks other than those specifically presented in this description.

ABILITY AND INTERPERSONAL COMMUNICATION:

INTERNAL: Service, Utility, Police Department, Village Administrator, Council, and Mayor.

EXTERNAL: Local Community (Ashville Residents), General Community (Residents outside of Ashville), and Phone Contacts.

1. Ability to comprehend and correctly use a variety of informational documents including safety documents, log books, vehicle maintenance reports, office memos, accident report forms, and other reports and records.
2. Ability to comprehend reference books and policy, safety, and maintenance manuals, maps/drawings, blue prints, employee handbooks
3. Ability to maintain confidentiality of restricted information
4. Ability to prepare production reports, vehicle inspection reports, building maintenance reports, inventory records, log sheets, memos, correspondence, and other job related documents
5. Ability to use independent judgment, common sense, and principles of rational systems in the performance of tasks
6. Ability to work under stressful conditions, to respond immediately to crisis situations and to balance priorities within and between offices/departments
7. Ability to maintain good public relations with Village citizens by responding to routine questions regarding work performed and other related matters.
8. Ability to communicate effectively with immediate supervisor, other department heads, council, mayor, coworkers, police personnel, and other Village personnel, coworkers, contractors
9. Ability to persuade, convince, influence, and train others; ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards
10. Assists coworkers and other departments as needed and directed

QUALIFICATIONS:

Minimum Qualifications:

1. High school diploma or GED equivalent
2. Five years of work experience in street maintenance and construction including supervision of others
3. Any equivalent combination of education, training and experience which indicates possession of skills, knowledge, and abilities listed below
4. Ability to add, subtract, multiply, divide, calculate decimals and percentages, and measure data

Special Requirements:

1. A valid Ohio Driver's License
2. CPR/First Aid certification or ability to acquire when made available through the Village of Ashville.

Tools and Equipment Used:

1. Equipment including, but not limited to, all light and heavy equipment used in the
 - o maintenance of streets, lands and buildings, common hand and power tools, motorized vehicles and equipment, including dump truck, snow plow, pickup truck, utility truck, tractor, lawn mower, bush hog, tamper, saws, pumps, propane kettle, propane torch, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio and telephone, electric welder, jackhammer, small motorized equipment, etc.
2. Computer, calculator, mobile radio, phones, maps and regulations

Knowledge Skills:

1. Advanced knowledge of maintenance equipment including, but not limited to, backhoe, grader, hot mix machine, roller, facilities, materials and procedures used in maintenance, construction and repair activities, and routine operating methods; preventive maintenance and operating methods; facility, materials and procedures used in maintenance, construction and repair activities; traffic laws; standard safety practices
2. Knowledge of supervision and management
3. Knowledge of safety practices and procedures of street maintenance methods, materials and equipment, light and heavy equipment operation
4. Ability to write and speak clearly, making complex issues seem simple
5. Communicate effectively verbally and in writing; understand and carry out both written and oral instructions
6. Ability to prepare technical reports
7. Ability to learn budgetary process and existing policies and procedures
8. Ability to interact and work with contractors regarding construction, inspections, etc.
9. Ability to use and interpret construction and maintenance terminology/language
10. Maintain good working relations with the general public; receive and respond to citizen and intra-governmental complaints and concerns

Physical Requirements:

Employee is in general good health able to perform essential job functions either unaided or with assistance of reasonable accommodations. This determination will be made on a case by case basis by management, for otherwise qualified persons who, because of an AD disability, are unable to perform the physical or mental requirements for the job. The physical demands listed are illustrative of demands most commonly imposed on the incumbent of this position.

While performing duties of this job the employee:

1. Frequently gets into and out of trucks and other equipment
2. May sit for extended periods of time when operating equipment
3. May walk or climb over ditches or other rough terrain, balance, stoop, kneel crouch, crawl, or stand for extended periods of time
4. Commonly lifts or exerts physical effort in moderate to heavy work and may experience excessive vibrations when operating jackhammer, chain saw and possibly other light motorized equipment
5. Must have the visual and physical ability to safely operate light motorized equipment, including good reaction times
6. Ability to drive at night and in inclement weather conditions, color and peripheral vision, depth perception, and ability to adjust focus
7. Ability to operate a variety of automated office machines including typewriter, calculator, copier, computer, telephone, mobile radio
8. Ability to lift or move objects up to 75 pounds
9. Ability to deal effectively with stress.

Work Environment:

Good working conditions but with consistent exposure to weather conditions including heat, snow, ice and other possibly inclement conditions. Frequent exposure to dirt, dust, hot asphalt, fumes, dampness, mud and noise. Ability to take the necessary precautions for the safety of self and others inherent when working with machinery/construction areas including such things as thrown debris, hot temperatures, electrical shock, loud noises, cutting utility lines, etc.

Selection Guidelines

1. Formal application, rating education and experience, oral interview and reference check. Job related testing may be required.
2. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar, related, or a logical assignment to the position
3. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.
4. A signature constitutes a statute of limitation on any action after six months of leaving employment.

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EMPLOYEE UNDERSTANDING AND AGREEMENT

Reviewed By:	Employee, Chief of Service, Gregory L. Sturgill	Date:	
Signature			
I understand, and will perform, the duties and requirements specified in this job description.			
Administrative Approval:	Village Administrator, Franklin Christman	Date:	
Signature			
Review Approval:	Personnel Director, Brian Garvine	Date:	
Signature			
Last Updated By:	Village Administrator in collaboration with Chief of Service	Date/Time:	2/12/2022 12:56 PM