

JOB OPPORTUNITY
CITY OF MANSFIELD, OHIO

ORDINANCE 19-008

POSTING DATE: 01/20/21
DEADLINE DATE: 02/02/21

OPERATIONS SUPERVISOR

The City of Mansfield, Ohio, Director of Human Resources announces the opening of the following position in the **SERVICE COMPLEX DIVISION**:

POSITION

ANNUAL SALARY RANGE

Operations Supervisor

\$36,500-\$63,000

GENERAL STATEMENT OF DUTIES:

Under general supervision of the Public Works Director, plans, organizes, coordinates, directs and evaluates City maintenance and operation activities related to streets, sanitary and storm water systems, water distribution systems, sign and signal equipment maintenance, vehicle repair, maintenance and body shop. Works closely with City Engineer relative to City infrastructure maintenance and other related work as required.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY):

- The Service Complex Operations Supervisor is a working supervisor and is expected to work with, and lead, the employees in the performance of their duties;
- Provide supervision of the City's water repair division, sewer repair division, street division, vehicle repair division and body shop;
- Determine division priorities and schedule divisional maintenance and in-house construction projects;
- Responsible for submitting oral and written reports to Public Works Director and/or City Engineer;
- Responsible for maintaining daily and monthly records and files;
- Plans, develops and manages appropriate divisional budgets, maintaining budgetary control and compliance with purchasing policy;
- Responsible for purchase of equipment, supplies and services related to public works divisions under his/her control;
- Supervises and inspects work performed within public right of way and easements;
- Conducts performance evaluations of divisional employees under his/her control; interviews employment candidates and recommends hiring and disciplinary actions;
- Assists with the upkeep of the City's Geographic Information System (GIS);
- Performs related work as required.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of modern theories, principles and practices governing the construction and maintenance of water distribution system, sanitary sewer collection system, storm water system, street system, electrical maintenance system, and motor equipment maintenance; skill in the use of public works vehicles, equipment, tools and materials utilized in public works projects; ability to read and understand construction plans/blueprints; ability to plan and supervise the work of supervisors, foremen and skilled tradesmen and laborers; ability to establish and maintain good working relations with contractors, the general public and other employees; appropriate public works health and safety precautions and procedures; knowledge and ability to effectively work with a computer including programs such as Microsoft Office Suite budget preparation; ability to establish effective working relationships, use good judgment, initiative and resourcefulness when dealing with other employees and the public; ability to work effectively under stress, with changes in work priorities, and in emergency situations.

ACCEPTABLE EXPERIENCE AND TRAINING:

Considerable experience in water and sewer main construction and maintenance; experience in street maintenance; vehicle maintenance, completion of a standard high school course, preferably supplemented by college courses in construction technology and/or engineering; or any equivalent combination of experience and training which provides the desired knowledge, skills and abilities.

YOU MUST POSSESS A VALID OHIO DRIVER'S LICENSE.

MUST POSSESS OR OBTAIN A CLASS II WATER DISTRIBUTION LICENSE AND CLASS II COLLECTION SYSTEM LICENSE ISSUED BY THE STATE OF OHIO ENVIRONMENTAL PROTECTION AGENCY WITHIN TWO (2) YEARS.

The specific statements shown in this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

APPLICATIONS FOR THIS POSITION WILL BE ACCEPTED IN THE CITY'S HUMAN RESOURCES OFFICE. "WE ARE AN EQUAL OPPORTUNITY EMPLOYER." WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.

(21-Revised)