

**JOB OPPORTUNITY  
CITY OF MANSFIELD, OHIO**

**ORDINANCE 23-201 ~ POSTING DATE: 06/24/24 ~ DEADLINE DATE: 06/30/24**

**SUPERVISOR I**

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

<b>POSITION</b>	<b>ANNUAL SALARY RANGE</b>
Supervisor I	\$35,000 - \$59,500

**GENERAL STATEMENT OF DUTIES:**

Under general supervision, supervises crew(s) of Street Division personnel and oversees and performs street construction, maintenance and repair of streets, traffic control systems and related facilities. Performs related duties as required.

**EXAMPLES OF WORK (ILLUSTRATIVE ONLY):**

Supervises Foremen and crew(s) of Street Division, and other personnel in their performance of tasks; assigns tasks, provides direction and ensures work complies with standards; plans and prepares schedules; assists Operations Supervisor in planning work projects, setting priorities and allocating material and personnel; provides on-the-job training and instruction of crew members; enforces personnel policies; issues oral and written warnings; hears and resolves grievances; prepares correspondence, forms and other documents.

Oversees and performs street construction, maintenance and repair tasks; supervises operation of and operates heavy equipment to perform tasks (e.g., graders, dozers, front end loaders, rollers, etc.); oversees and ensures work complies with established safety procedures; discusses job requirements with and receives and communicates detailed instructions from supervisors; makes and adjusts individual work assignments; requisitions necessary equipment and materials; prepares and maintains time and material and work records; prepares reports and correspondence; assumes supervisory responsibility for division in absence of Operations Supervisor.

**DESIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of (1) city and division policies and procedure; (2) safety practices and procedures; (3) street construction, maintenance and repair; (4) heavy equipment operation; (5) employee training and development; (6) supervisory principles and practices. Ability to: (7) interpret a variety of instructions; (8) exercise independent judgment; (9) calculate fractions; decimals and percentages; (10) prepare and maintain accurate documentation; (11) communicate effectively; (12) develop and maintain effective working relationships; (13) perform heavy manual labor for extended periods of time in often adverse conditions; (14) resolve complaints.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

Completion of a secondary education or equivalent, supplemented by technical training and 5 years of progressively responsible experience, including supervisory experience in street construction, maintenance and repair or related field, or any equivalent combination of experience and training which provides the desired knowledge, skills and abilities.

**LICENSE/CERTIFICATION REQUIREMENTS:**

**You must possess a Class B Commercial Driver's License.**

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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.

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**APPLICATIONS FOR THIS POSITION WILL BE ACCEPTED ONLINE OR IN THE 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.**