

**JOB OPPORTUNITY
CITY OF MANSFIELD, OHIO**

ORDINANCE 23-201 ~ POSTING DATE: 7/24/24 ~ DEADLINE DATE: 7/30/24

SUPERVISOR I

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

POSITION	ANNUAL SALARY RANGE
Supervisor I	\$35,000 - \$59,500

GENERAL STATEMENT OF DUTIES:

Under general supervision, supervises crew of sewer repair personnel and oversees and performs sewer construction, maintenance and repair functions. Performs related duties as required.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY):

Supervises Foreman and crew (s) of sewer repair personnel in performance of tasks; assigns tasks, provides direction and ensures work complies with department 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 sewer repair functions; oversees and performs construction, maintenance and repair of sanitary and storm sewers and related facilities, oversees and performs maintenance, operation and repair of heavy equipment; oversees and ensures that operations comply with established safety procedures and regulations; reads and interprets blueprints, and other plans; inspects assigned equipment; notifies Operations Supervisor of emergencies; prepares and maintains time and material and work records; prepares reports and correspondence; assumes supervisory responsibility for division in absence of Operation Supervisor.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of (1) city and division policies and procedure; (2) safety practices and procedures; (3) sewer construction, maintenance and repair; (4) heavy equipment maintenance and repair;(5) employee training and development; (6) supervisory principles and practices; (7) blueprint reading. Ability to: (8) interpret a variety of instructions; (9) exercise independent judgment; (10) calculate fractions; decimals and percentages; (11) prepare and maintain accurate documentation; (12) communicate effectively; (13) develop and maintain effective working relationships; (14) perform heavy manual labor; (15) 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 sewer 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:

Must possess a valid Ohio Driver's License; Must possess or be able to obtain Wastewater Collection License II within 18 months of hire date.

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 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.