



## Service Department – Parks **Lead Supervisor**

Mayor Pamela Bobst

Reports To:	Service Commissioner	Salary:	\$29.56 – 31.35
Shift:	7:00 A.M. – 3:30 P.M. Monday through Friday	FLSA Status:	Exempt

**Additional qualifications specific to the particular opening will be identified in each job posting.**

### **Position Overview:**

Under general direction of the Service Commissioner, the Lead Supervisor provides direct supervision to subordinate personnel in the provision of public services including maintenance and repair of the City's streets, parks, sanitary and storm sewer systems, public facilities, properties, the City's vehicle and equipment fleet and various duties involved in refuse collection. The Lead Supervisor also performs the work of other department personnel as needed to ensure effective operations of the department. The position requires operation of various vehicles in the City's Service vehicle fleet, utilization of a variety of tools including, but not limited to, various hand and power tools, jack hammers, air compressors, refuse scooters and refuse trucks, dump trucks/ snow plows/ salt spreader trucks, backhoe, sewer jet and sewer snake.

Can be scheduled to work outside regular business hours by Service Commissioner for duties described herein. Required to respond to health and safety emergencies at any time. The Lead Supervisor performs work in a variety of settings involving occasional exposure to inclement weather, confined spaces, excessive temperatures and humidity, dust, dirt and fumes. Must be able to carry up to 90 lbs.

### **Duties:**

#### **Supervision**

- Plans, distributes and assigns tasks involved in all areas of assigned Department operations\*
  - o Provides direction and guidance to assist subordinates' completion of task
  - o Maintains inventories of trees, shrubs, etc. for the city.
  - o Completes daily work reports and logs as required by the Service Commissioner and/or Safety Service Director
  - o Issues communications and letters to the citizens of the city as required
  - o Participates in code enforcement pertaining to the safety, health, and welfare of the city's agriculture (i.e. trees and shrubs)
  - o May require issuing court citations
- Obtains and coordinates equipment, tools, vehicles and materials necessary to complete work\*
  - o Directs inspections of equipment to ensure equipment is in safe and proper working condition; cleans, repairs and maintains equipment and tools as needed
  - o Orders tools, materials and machinery as needed
  - o Purchases, rents or fabricates tools/equipment/material as needed
  - o Completes routine purchasing paperwork
- Monitors work assignments and progress\*
  - o Drives vehicles to work sites to inspect progress of work assignments
  - o Monitors efficiency of assignments and procedures; modifies as needed to ensure work is

- completed accurately and in timely fashion
  - o Monitors employees' performance and provides/documents feedback as needed
  - o Ensures crew follows pertinent safety guidelines and regulations
- Investigates reports of injuries and accidents\*
  - o Reviews reports, inspects work sites and communicates with witnesses to verify reports
- Performs work of General, Semi-Skilled and Skilled Laborers as needed to ensure efficient operation of Division\*
- Provides/coordinates orientation/training for General, Semi-Skilled and Skilled Laborers\*
- Manages/directs snow removal during storms as needed
- Performs miscellaneous tasks or projects as assigned by Service Commissioner\*

### **General Labor**

- As needed, performs duties of General Laborer including but not limited to\*
  - o Equipment, tool and vehicle maintenance and operation
  - o Snow removal, salt spreading and leaf collection
  - o Storm and sanitary sewer maintenance and repair
  - o Street maintenance and repair
  - o Refuse collection
  - o Parks and Grounds Maintenance
  - o Assists in traffic control as needed
  - o Communicates with citizens to answer questions and provide information about City services and department operations
  - o Cleans work areas and accident sites as needed

### **Miscellaneous Duties:**

- Performs duties of other department personnel and miscellaneous duties as needed\*
- Maintains safe and clean work environment
- Follows safety procedures and guidelines; wears safety equipment and clothing as needed
- Answers telephone, responds to requests for information and assistance from citizens

### **Minimum Qualifications:**

- B.A. or B.S. in Natural Science/Natural Resources, Biology, Landscape Management/Design, or Horticulture preferred.
- ISA Certified Arborist Certificate and Ohio Commercial Pesticide Applicator's License with Core, Industrial Vegetation, Ornamental Weed Control, and Turf categories must be obtained within six (6) months of appointment.
- Commercial Drivers License, Class B with air brakes and tanker, Class A or special endorsement as required
- A high school education and at least five (5) years of experience involving progressively responsible experience in a municipal service department, or an equivalent combination of education and experience which provide the necessary skills and abilities to perform the work.
- Experience as a Semi-Skilled Laborer – Crew Chief is preferred. Required to respond to health and safety emergencies at any time.

Position will be posted until filled. Applications may be obtained at [http://s500873721.onlinehome.us/hr\\_docs/employment\\_application.pdf](http://s500873721.onlinehome.us/hr_docs/employment_application.pdf) or at Rocky River City Hall. Submit completed application, cover letter and resume, Monday through Friday, 8:30 a.m. to 4:30 p.m. at:

- Michael T. Greco, Director
- Human Resources Department
  - City of Rocky River
  - 21012 Hilliard Boulevard
  - Rocky River, OH 44116

The City of Rocky River is an Equal Opportunity Employer