

VILLAGE OF ARCHBOLD

An Equal Opportunity Employer

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POSITION DESCRIPTION

Employee Name: Troy Double	Position Title: P&R Maintenance Supervisor
Dept.: Parks & Recreation	Employment Status: Full-Time
Reports to: Director of Parks & Recreation	FLSA Status/Pay: Non-exempt
Normal Hours: 7:30 a.m. – 4:00 p.m.	EEO Status: 08 – Service-Maintenance

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education or equivalent (high school diploma or GED); one (1) or more years of related experience and/or training; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid State of Ohio driver's license and must remain insurable under the Village's vehicle insurance plan; must possess (or obtain within one (1) year from date of hire) a Pool Operator's certification issued by the National Swimming Pool Foundation; must possess (or obtain within one (1) year from date of hire) a Playground Safety Inspector certification issued by the National Playground Safety Institute.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Motor vehicle, mobile phone, miscellaneous custodial and maintenance equipment (mop, broom, buffing machine, ladder, janitorial equipment, snow removal, etc.), mower, tractor, weed eater, blower, grinder, hand tools, shovel, calculator, computer, mobile phone, fax machine, copier, scanner, telephone, postage machine, and other standard modern business office equipment; pool filter and chlorine systems.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Employee works in the vicinity of floor or wall openings, elevated platforms, and/or runways; ascends and/or descends ladders, stairs, or scaffolds; works in a confined space; works in an area in which the means of egress is or can be obstructed; has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db; is exposed to possible injury from hazardous gases, chemicals, flammables, air contaminants, hazardous waste, unclean or unsanitary conditions, electrical shock; exposed to possibly injury as a result of working with moving mechanical parts of equipment or machines; is exposed to possible injury from explosions; is exposed to injury as a result of falling from high places; works in or around crowds; has contact with potentially violent or emotionally distraught persons or vicious animals or life threatening situations; has exposure to fire, hot, cold, wet, humid, or windy weather conditions; has exposure to extreme non-weather related heat or cold; exposure to hazardous driving conditions; works second or third shift; has exposure to shaking objects or surfaces; has exposure to second-hand smoke; this is considered medium work and the employee must demonstrate the ability to perform the physical demands required of the position in accordance with the U.S. Department of Labor's physical demands strength ratings.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

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POSITION DESCRIPTION

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Position Title: P&R Maintenance Supervisor

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 10% (1) Supervises assigned staff (e.g., schedules and assigns tasks; interviews job applicants; recommends the hiring of job applicants; recommends discipline; evaluates performance; receives grievances or employee complaints; approves and recommends the approval of leave requests; attends or participates in meetings in which policy questions are reviewed or discussed; assists with developing and implementing policy, etc.).
- 35% (2) Performs a variety of tasks in order to maintain village parks and facilities (e.g., mowing, trimming, general landscape duties, litter pick-up, removal of trash, painting, blacktop patching, fertilizing, etc.); operates and maintains Village-owned equipment and vehicles as assigned (e.g., miscellaneous hand and power tools, mowers, trimmers, leaf vac., etc.).
- 30% (3) Maintains facilities by performing a variety of custodial tasks to ensure cleanliness of facilities and restrooms (e.g., scrubs, dusts, wet mops, vacuums, strips, sweeps, waxes floors, empties trash, washes walls and windows, shovels, applies salt, cleans and polishes lighting fixtures, marble surfaces, and trim, replenishes bathroom supplies, etc.); operates power cleaning equipment (e.g. vacuum cleaner, carpet extractor, floor buffing machine, power washer, etc.); cleans grounds and removes litter around public facilities.
- 20% (4) Performs a variety of tasks in order to maintain aquatic facility and swimming pool equipment, facilities and grounds (e.g., vacuums pool, monitors and maintains proper chemical water balance; monitors and maintains numerous chlorinating systems, pumps, water filtration systems, water slides, diving boards, spray features, cleans pool and surrounding areas as required, etc.).
- (5) Attends meetings and serves on committees, as directed; attends training and seminars, as directed.
- (6) Maintains required licensure or certification, if any.
- (7) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (8) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

- 5% (1) Performs other duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: *Village/department goals and objectives; *Village/department policies and procedures; *workplace safety practices and procedures; *personnel rules and regulations; government structure and process; state, federal, and local laws and/or regulations; local geographical area; English grammar and spelling; grounds maintenance and repair; custodial methods and techniques; snow and ice removal; park and

Date Adopted 01/07/2018

Developed by:

Date Revised _____

Clemans, Nelson & Associates, Inc.

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POSITION DESCRIPTION

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Position Title: P&R Maintenance Supervisor

recreation facilities, equipment, and supplies; supervisory principles and practices; computer software; state, federal, and local laws and/or regulations; employee training and development;

Skill in: word processing; computer operation; use of modern office equipment; motor vehicle operation; hand tools.

Ability to: interpret a variety of instructions in written, oral, picture, or schedule form; deal with problems involving several variables within familiar context; apply management principles to solve agency problems; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; select most qualified applicant according to specifications for referral; read, copy, and records figures accurately; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; copy records precisely without error; complete routine forms; prepare routine correspondence; compile and prepare reports; respond to routine inquiries from public and/or officials; conduct effective interviews; communicate effectively; train or instruct others; understand a variety of written and/or verbal communications; maintain records according to established procedures; develop and maintain effective working relationships; travel to and gain access to work site.

POSITIONS DIRECTLY SUPERVISED:

Park Maintenance Workers (Full-time/Seasonal).

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand and agree with the contents of this position description.

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)

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