

VILLAGE OF BERLIN HEIGHTS
OFFICE OF THE MAYOR

8 West Main Street ▪ P.O. Box 30
Berlin Heights, Ohio 44814
Telephone (419) 588-2701 ▪ Fax (419) 588-2055
www.villageofberlinheights.com

CARL J. KAMM III
Mayor

KATHY DEEHR
Fiscal Officer

JOB ANNOUNCEMENT

ROAD SUPERINTENDENT

The Village of Berlin Heights is actively seeking applications for the position of Road Superintendent with the Street Department.

The position is part time and compensated on an hourly basis. General working hours are 8:00 a.m. to 12:00 p.m. Monday through Friday. Hours will vary depending on weather and season. Position responsibilities include snow plowing, which may require work at any hour.

The Job Summary, Description, and Qualifications are attached.

The successful applicant should be able to start work within two weeks of selection.

Interested applicants should submit a resume or letter outlining the applicant's qualifications addressed to the Mayor by email at mayor@villageofberlinheights.com, by mail to P.O. Box 30, Berlin Heights, Ohio 44814, or by delivery to the Village Hall/Police Station.

Deadline: Open until filled.

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Position Description

JOB SUMMARY

The position of Village Road Superintendent entails administrative responsibilities and the performance of physical labor for the maintenance of the Village roads, facilities, and equipment.

The Superintendent assists in planning, scheduling, supervising, and performing maintenance and repair work of Village physical facilities and properties, and supervises repairs and maintenance of Village machinery and mechanical equipment in accordance with diagram, sketches, operations manuals and manufacturer's specifications.

JOB DUTIES

1. Maintains Village roads, right of ways, and drainage to assure safe use by the public, including winter maintenance (snow plowing, treatment of roads for ice and other winter conditions).
2. Inspects and maintains all road signs.
3. Repairs and maintains Village facilities including, but not limited to garage, Village Hall, Village owned lots, and parks.
4. Performs routine maintenance and minor repair work such as lubricating and cleaning job-related vehicles, machinery, tools, and equipment.
5. Evaluates Village roads, drainage, facilities, and equipment and suggests corrective action based upon these evaluations.
6. Evaluates work procedures, employee job knowledge and initiates appropriate training and corrective action based upon these evaluations.
7. Inventories and maintains materials and supplies necessary for Village operation.
8. Forwards complaints from citizens to the Mayor.

9. Performs any additional duties directed by the Mayor or Village Council.
10. Attend monthly evening Village Council Meetings and other meetings directed, which may be outside normal working hours.

QUALIFICATIONS AND REQUIREMENTS

1. High School diploma or equivalent.
2. Possesses a valid Ohio Driver's License.
3. Able to establish and maintain an effective working relationship with Village officials, fellow employees, general public, and Berlin Township employees.
4. Thorough knowledge of the operation and maintenance of job related vehicles, machinery, tools and equipment.
5. Able to be called out on other than normal working hours as needed and to work various shifts as necessary, including winter road maintenance at all hours as required.
6. Able to work inside and outside, in all weather conditions.
7. Thorough knowledge of the occupational hazards and appropriate safety practices necessary for a safe workplace and the safe performance of assigned duties.
8. Able to complete tasks with minimum supervision.

PREFERRED SKILLS

1. Basic understanding and ability to use computers and/or handheld devices;
2. Basic understanding and ability to use email and web based applications for job related functions.
3. A valid Ohio Commercial Driver's License

JOB RELATIONSHIP

Supervised by: Mayor

Works with: Berlin Heights Police Department, Berlin Township Maintenance Department, Erie County Highway Department, Erie County Sheriff Department.

March 16, 2017