

RESOLUTION NO.: 2007-R76
SPONSOR: MAYOR CROGHAN
INTRODUCED: NOVEMBER 13, 2007

RULES & PERSONNEL
ASSIGNED TO: _____

A RESOLUTION CREATING THE POSITION OF SERVICE SUPERVISOR, ESTABLISHING A RATE OF COMPENSATION AND DECLARING AN EMERGENCY.

WHEREAS, it is necessary to create the position of Service Supervisor to oversee the daily operations of the divisions in the Service Department; and

WHEREAS, it is necessary to establish a rate of compensation for the position of Service Supervisor.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF GREEN, COUNTY OF SUMMIT, AND STATE OF OHIO THAT:

SECTION ONE:

Green City Council establishes the position of Service Supervisor. The position of Service Supervisor is established as a pay grade "9" and the salary range for the position shall be as set forth in Resolution 2007-R46.

SECTION TWO:

The position of Service Supervisor is a classified position under the terms of the Civil Service Commission.

SECTION THREE:

The City of Green finds and determines that all formal actions of this Council concerning and relating to the adoption of this Resolution were taken in open meetings of this Council and any deliberations of this Council and any of its committees that resulted in those formal actions were in meetings open to the public, in compliance with all legal requirements.

SECTION FOUR:

Council declares this to be an emergency immediately necessary for the preservation of the public peace, health, safety and welfare of the citizens of Green. Provided that this legislation receives the affirmative vote of three-fourths of the members elected or appointed to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force at the earliest time allowed by law.

ADOPTED: NOVEMBER 27, 2007

Molly Stevens
Molly Stevens, Clerk

Bruce Manwaring
Bruce Manwaring,
Council President

APPROVED: NOVEMBER 27, 2007

Daniel L. Croghan
Daniel L. Croghan, Mayor

COPIED H.R.
SVCE ZONE PARK ROAD ENG
LAW FIN MAY PLAN FIRE

ENACTED EFFECTIVE: November 27, 2007

ON ROLL CALL: Colopy-yea Croce-yea France-yea Manwaring-yea
Padrutt-yea Ridgeway-yea Smole-yea Adopted 7-0

Suburbanite publication on December 3 and December 10, 2007

Molly Stevens
Molly Stevens, Clerk

10/29/2007 3:52 PM Approved as to form and content by Stephen J. Pruneski, Law Director

SP 11/6/07

CITY OF GREEN
CLASSIFICATION SPECIFICATION
An Equal Opportunity Employer

Classification Title:	Service Supervisor	Civil Service Status:	Classified
Department:	Service	FLSA Status:	Non-exempt
Division:	Street Maintenance, Utility & Asset Maintenance, Building Maintenance & Beautification	Bargaining Unit Status:	Excluded
Immediate Supervisor:	Division Superintendents	Positions Supervised:	1-30

JOB RESPONSIBILITIES:

Under direction, assists the Division Superintendent with planning, scheduling and supervision of skilled/unskilled work in the construction, maintenance and repair of roads, right-of-ways, storm water management, City land and buildings, parks and cemeteries.

QUALIFICATIONS:

Completion of secondary education (high school or GED) plus five (5) years experience working in a public works capacity providing knowledge of the above listed Job Responsibilities; supervisory experience is not essential but preferred; or any equivalent combination of education, experience and training which provides the required knowledge, abilities and skills.

Must possess a Class A Commercial Driver's License (CDL), plus qualify and remain insurable under the City's vehicle insurance policy.

Classification Title:

Service Supervisor

Date Adopted:

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CITY OF GREEN
CLASSIFICATION SPECIFICATION
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ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)

- Participates in the plans, schedules and coordination of the maintenance and repair of City streets and storm water management as well as the maintenance and upkeep of City lands and buildings.
- Supervises assigned personnel, assigns tasks and projects, provides guidance assuring proper procedures and safety standards are followed, monitors work while in progress, may inspect on completion.
- With the Superintendent establishes work priorities and materials to be used; prepares work orders and purchase requisitions as necessary; maintains and updates related files and records.
- Conducts periodic meetings with employees to share information, get ideas and feedback, and build a team environment.
- Conducts new employee orientation and directs on-the-job training of employees; assists the superintendent in the design and administering of training programs.
- When necessary, assists the Superintendent and Public Service Director in preparing estimates of capital and operating budget needs required to meet future demands.
- Schedules maintenance of vehicles and equipment.
- In collaboration with the Superintendent, investigates and resolves service problems and complaints.
- Assists with review of manpower needs, recommends staffing levels, interviews job applicants recommending appropriate action.
- Participates in evaluating employee's performance; recommends/administers discipline; approves leave requests.

Classification Title: Service Supervisor

Date Adopted: _____
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CITY OF GREEN
CLASSIFICATION SPECIFICATION
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- Operates division equipment in situations such as emergencies, during critical manning shortages, training, equipment evaluation, investigating, identifying and analyzing problems.
 - Performs other related duties as directed or assigned by the Division Superintendent or Director of Public Service and determined necessary in order to ensure the effective and efficient operation of the division.
 - May assume duties of Superintendent in his absence as determined by the Service Director.

KNOWLEDGE, SKILLS AND ABILITIES necessary to perform duties (*indicates developed after employment)

Knowledge of: construction techniques, methods, materials and applicable safety standards; traffic laws; thorough knowledge of road construction and maintenance practices; storm water system construction, lands and building maintenance and repair; horticulture/agronomy, City department and division policies and procedures,* labor contract.*

Skill in: operation of personal computer ; use of job-related software;* operation of heavy and light motorized equipment; use of hand and power tools.

Ability to: direct the work of skilled and unskilled employees; plan, supervise, coordinate, set priorities; prepare reports and maintain accurate documentation; make prompt and sound decisions in emergencies; establish and maintain effective working relationships; read technical drawings; calculate fractions, decimals and percentages; withstand exposure to adverse weather conditions and cold/heat extremes; climb ladders, enter ditches; travel to and gain access to work sites; exert up to 20 pounds of force occasionally (up to 1/3 of the time), and/or up to 10 pounds of force frequently (from 1/3 to 2/3 of the time), and/or a negligible amount of force constantly (2/3 or more of the time) in order to lift, carry, push, pull, or otherwise move objects.

In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work.

Classification Title: Service Supervisor

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Date Adopted: _____

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