

JOB DESCRIPTION – SERVICE DEPARTMENT SUPERVISOR

The Village Service Department Supervisor (Supervisor) reports to the Village Administrator. S/he directly supervises all Service Department employees daily.

Normal work hours are from 7:00 a.m. to 3:30 p.m. with a half-hour lunch period.

The Supervisor also needs to be available in extreme situations, including snow removal, storm damage, and other emergencies.

Pay rate and overtime are established in Village Ordinances.

Required Skills and Qualifications

- High school diploma or GED; specialized training or experience in one or more trades and/or leadership preferred.
- Experience planning, leading, scheduling, supervising and implementing maintenance and/or service work.
- Demonstrated mechanical aptitude and general knowledge of interior and exterior maintenance and service work across trades; equipment operation and maintenance; mechanical systems. General knowledge in plumbing, electrical, painting, roofing, carpentry and concrete work.
- Demonstrated organizational skills.
- Demonstrated written and verbal skills in communication with Department staff, residents and village officials.
- Computer literacy in fundamental office skills and electronic file-keeping and reporting.
- Demonstrated familiarity with a municipal service department's key functions including maintenance of parks and green spaces; general maintenance of public buildings; street maintenance; public lighting; storm sewer maintenance; interface with utilities (Duke, MSD, CWW, cable, phone, waste).
- Familiarity with relevant safety regulations and procedures to meet or exceed federal requirements.

Key Duties and Responsibilities

- Supervise and lead/participate in daily tasks including, but not limited to:
 - Schedule all routine and preventative maintenance tasks of the Service Department
 - Request purchases through the Village Administrator of needed supplies and equipment.
 - Lead in trouble shooting repair tasks; determine needs for outside contractors and obtain bids so that Village Administrator may contract for such work.
 - Maintain and implement schedule for upkeep of Village properties, e.g. tree care, grass mowing, landscaping, trash pick-up, brush removal, painting, plumbing, irrigation systems, backflow devices, pool systems, etc.
 - Schedule and implement periodic maintenance tasks including street sweeping, painting crosswalks, village-wide leaf removal.
 - Track and facilitate work performed by Utilities (Duke, MSD, CWW, Altafiber, etc)
 - Track Service Department expenses to established budget and communicate to Village Administrator.
- Maintain inventory and condition of Department equipment, tools and critical spare parts. Forecast and plan replacement schedule with Village Administrator.
- Direct Service Department on special projects assigned by the Village Administrator and/or Mayor.
- Assist Village Administrator in developing Service Department budget.
- Provide monthly Service Department Report to Mayor and Village Council
- Conduct annual performance reviews of Department personnel and review with Village Administrator. Set performance goals.
- Seek professional development opportunities for Department personnel – training, skill development. Set goals, track progress.

Additional, Specific Roles of the Supervisor

- Liaison/main field contact for the Hamilton County Stormwater District, Soil & Water Conservation District, Department of Agriculture, and the Ohio EPA.
- Maintains all required records/reports and certifications including compost facilities, storage of hazardous waste, Commercial Pesticide Applicator certification in Service Department
- Ensures personnel follow OSHA requirements including HazComm, use of required Personal Protective Equipment (PPE)

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- Works directly with Village Engineer and Village Administrator on all road projects including:
 - Assist Village Engineer in field work to determine what street repair will be recommended each year.
 - With the Village Administrator, participate in the bid process; review the bids along with the Village Engineer for accuracy.
 - Work directly with the project manager for the contractor on the project. Perform general field inspections daily.
 - Take project photos/maintain a list of items to be corrected.
- Assist the Village Administrator on work duties and projects for park areas and municipal pool
- Assist Village Administrator on projects related to village owned buildings and systems, specifically municipal building, pavilions, boathouse, swimming pool and bathhouse, tennis facility, Lich Gate, Concourse, irrigation systems.
- Coordinate outside contractor work such as roofing, electrical, HVAC or other projects.
- Set up seasonal displays and for Village events (e.g., Christmas lighting, Memorial Day, Taste of Mariemont)
- With Village Administrator, coordinate activities to encourage & empower community volunteer boards and commissions.
 - Mariemont Tree Advisory Board - Maintain and implement up-to-date street tree planting schedule.
 - Parks Advisory Board – parks maintenance
 - South 80 Advisory Board – community gardens and trails
 - Pool Commission and Swim Pool Manager – maintenance of swim facilities
 - Mariemont Recreation Association– field maintenance
 - Mariemont Tennis Association – court maintenance
 - Mariemont Preschool Parents’ Group – Tot Lot maintenance

Please submit resume to: Village of Mariemont
6907 Wooster Pike
Mariemont, OH 45227
info@mariemont.org

Resume must be received by Noon, November 27, 2023