

## Road & Park Superintendent

### Summary

Kingsville Township in Ashtabula County, Ohio is seeking a Road & Park Superintendent. Kingsville Township is a small community of almost 1,500 people with a little over 14 miles of township-maintained roads, 80% of which are paved. The Road & Park Superintendent needs to perform a variety of technical, administrative, physical, and supervisory work in planning, organizing, and directing work on the roads and parks. The Board of Township Trustees is looking for an individual with excellent communication and interpersonal skills and the ability to foster a strong team environment.

The successful applicant will be expected to work 40 hours a week and must be in good physical condition and can pass all pre-employment screenings including a background check and drug test.

Employment Status: Full-time

FLSA Status: Exempt

1. General Nature of Work - This position is responsible for administrative and supervisory work as well as skilled work in the Road and Parks Departments. An employee in this class is responsible for the total operation of the Road Department including the maintaining of the streets, roads, buildings, and vehicles of the township. They are also responsible for maintaining all township parks and properties. Duties are performed under the limited supervision of the Township Trustees.
2. Equipment and Job Location - The job site includes a variety of areas throughout Kingsville Township. Equipment used includes: dump truck, road mower, backhoe, chemical sprayer, cemetery mower, snow plow, tractors, grader, and a variety of hand tools.
3. Essential Functions:
  - a. Plans, schedules, organizes, and directs the operation of the Road & Parks Departments including making work schedules, assigning work, and supervising employees.
  - b. Maintains records of the Road and Parks Departments, including logs of completed tasks equipment maintenance.
  - c. Maintains inventory of all supplies and equipment needed for departmental work and provides Trustees an annual inventory report.
  - d. Maintains inventory and records of roadside assets, including signs, guardrails, and catch basins.
  - e. Maintains a road segment inventory with annual inspection information.
  - f. Performs road maintenance such as repairing potholes, crack sealing, and paving.
  - g. Maintains all township parks and properties, including mowing, sidewalk repairs, trash removal, tree trimming, and building maintenance.
  - h. Responsible for mowing, tree trimming, and the spraying of weeds along township roads.
  - i. Performs preventative and routine maintenance on all township vehicles and equipment.
  - j. Performs physical labor including hauling, cutting, cleaning, shoveling, and painting.
  - k. Performs seasonal work such as snow removal.
  - l. Responds to emergency calls concerning ice and snow removal, storm damage, and street damage.
  - m. Provide and maintain a safe working environment.
  - n. Responds to complaints from citizens.
  - o. Performs related duties as directed.

4. Desirable Knowledge, Skills, and Abilities:

- a. Ability to maintain and adhere to daily and monthly maintenance schedules, while taking into consideration weather and road conditions.
- b. Ability to do light welding and sheet metal fabricating as necessary.
- c. Thorough knowledge of township geography.
- d. Considerable knowledge of the occupational hazards and corresponding safety practices necessary for the safe performance of work duties.
- e. Ability to establish and maintain an effective working relationship with township officials, supervisory personnel, fellow employees, other township employees, and the general public.
- f. General knowledge of the operation, care, and maintenance of tools and equipment utilized in the performance of assigned duties.
- g. Ability to perform heavy manual labor for extended periods of time.
- h. Ability to understand and follow oral and/or written instructions.
- i. Ability to work under the limited supervision of the Township Trustees.

5. Qualifications:

- a. Graduation from a standard high school or the equivalent, supplemented by some experience in general road maintenance; or any combination of training and experience which provides the desired knowledge, skills, and abilities.
- b. Possession of, or ability to obtain promptly, a State of Ohio Commercial Driver's License (CDL).
- c. Computer experience necessary. Must be able to prepare reports, use email, develop spreadsheets, use online applications, scan documents, and perform similar functions.
- d. Ability to be called out on other than normal working hours and work various shifts as necessary.
- e. Ability to attend various training sessions and workshops as necessary to maintain proper licenses and accreditation.
- f. Must be in good physical condition, i.e. ability to pass all required physical exams and drug testing as required by the State of Ohio and/or the Township Trustees.
- g. Ability to attend regularly scheduled Township meetings and special meetings concerning road projects as needed.

Interested candidates should submit a cover letter and resume to:

Kingsville Township Trustees  
3641 Creek Rd  
Kingsville, OH 44048

And / Or

Electronic submissions in PDF or Microsoft WORD format can be sent to the trustees directly at [jim.branch@kingsvilletwp.org](mailto:jim.branch@kingsvilletwp.org), [karl.brunell@kingsvilletwp.org](mailto:karl.brunell@kingsvilletwp.org), [mike.cliff@kingsvilletwp.org](mailto:mike.cliff@kingsvilletwp.org).