

EMPLOYMENT OPPORTUNITY

Director of Public Works

Anderson Township, Ohio, seeks qualified applicants for a full-time Director of Public Works. The successful candidate will serve a training period of approximately six to eight months, during which time they will work alongside and learn the duties of the position from the current Director. The starting annual salary range during the training period is \$99,000-\$106,000, depending on qualifications and includes an excellent insurance benefits package, paid time off, paid holidays, and tuition assistance/professional development. After successful completion of the training period, and retirement of the current Director, the annual salary will be considered for adjustment, commensurate with department manager level responsibilities.

Located immediately east of the City of Cincinnati, in Hamilton County, Ohio, Anderson Township is a progressive community of approximately 44,000 residents and consistently ranks as one of the most desirable places to live in Greater Cincinnati. The Public Works Department consists of one Administrative Assistant, one mechanic and eight members of the Anderson Township Road Maintenance Collective Bargaining Unit. Seasonal employees are typically hired for snow plowing during the winter.

The Director of Public Works position serves the Board of Trustees and has charge of the maintenance and repair of the Township's 123 miles of roads. The Director is responsible for overall department operations including, but not limited to, road and curb repair, snow removal, storm sewer repair, street signage, cemeteries and vehicle maintenance. The Director reports to the Township Administrator daily and to the Board of Trustees regarding policy decisions.

The Director is required to spend time out of the office checking work in progress, inspecting roads, and communicating with residents. Time is also spent planning work schedules for the 8-person crew, preparing specifications and bids, documenting completed work, and attending meetings.

ESSENTIAL FUNCTIONS:

- Assign and oversee work done by the Road Maintenance employees and mechanic.
- Ensure that the necessary equipment and materials are available for projects.
- Perform field inspections of roads, curbs and storm sewers to decide repair priority. Also perform inspections of work in progress by departmental personnel as well as outside contractors to ensure satisfactory completion.
- Develop and write specifications for road rehabilitation projects and equipment purchases. Also work on future planning and rehabilitation schedules.
- Responsible for ensuring that all new township streets have been properly inspected, repaired, and bonded prior to acceptance by the County. Also assures that streets are in acceptable condition prior to the release of the required maintenance bond.

- Respond to resident, business and property owner inquiries regarding township right of way related questions, such as infrastructure and safety concerns.
- Operate computer network hardware and software as it pertains to departmental needs.
- Perform the duties of project manager for all road, sidewalk and capital improvement projects along over 120 miles of Anderson Township rights of way.
- Assist with the development of Township capital improvement projects, such as roadway improvements, sidewalk construction, etc. along Hamilton County or Ohio Department of Transportation (ODOT) rights of way and serve as project manager to oversee construction of such projects.
- Oversee snow removal operations on Township owned streets and properties.
- Work with outside agencies (Hamilton County Engineer, ODOT, Public Utilities) to coordinate projects and gather information.
- Act as spokesperson for the road maintenance department and as department liaison to Administration, Fire, Zoning, and Sheriff's departments
- Manage department budget.
- Work as a back-up driver as needed, especially during extreme snow and ice events, and ideally obtain a commercial driver's license (CDL).
- Act as departmental advisor for health and safety compliance and understand applicable regulations.
- Other duties as assigned.

QUALIFICATIONS:

The Director of Public Works must have knowledge and experience with asphalt and concrete/pavement installation and maintenance, budgeting, equipment operation, snow removal, storm water management, building construction and fleet management. High school diploma and at least five years of public works supervision experience required. Post secondary education in construction management or related field is preferred. Must hold a valid driver's license. CDL certification preferred.

Resumes and cover letters should be submitted by Monday, October 26 to the following:

Anderson Township
7850 Five Mile Rd.
Cincinnati, OH 45230
Attn: Suzanne Parker

OR

sparker@andersontownshipoh.gov