

The City of Eastlake is now accepting resumes for
Service Director

Please email Mayor James Overstreet at joverstreet@eastlakeohio.com or drop off at the Mayor's office
35150 Lakeshore Blvd Eastlake, Ohio 44095
By November 14 at Noon

SERVICE DIRECTOR
SERVICE DEPARTMENT

Under the direction of the Mayor is responsible for directing and coordinating all service department activities within the city.

ESSENTIAL DUTIES:

Plans, directs and coordinates the work of the service department crews, engaged in maintaining and repairing roads, sewers, equipment, vehicles and buildings. Supervises service department maintenance crews by assigning work projects and inspecting completed work for conformance to instructions and established work standards. Directs such maintenance operations as: repairing, resurfacing, and construction of roadways, clean catch basins and sewer mains; cleaning and flushing of sanitary mains and culvert pipes, repairs to catch basins along with installation of catch basins. Oversee repairs of sink hole; coordinate snow removal operations; oversee building and grounds maintenance and repairs throughout the city. Instructs crews in work sequences and interprets special and unusual working conditions that may be encountered and outlines actions to be taken to solve such conditions. Orders materials and equipment as required; make reports and recommendations as may be necessary. Personally, inspects work in progress and upon completion for conformance to plans, specifications, and oral and written instructions. Inspects equipment and tools to determine need and extent of repairs; maintains records and prepares reports. Keeps an inventory of materials, tools and equipment needed by the department, and re-orders when appropriate. Informs the public of the reason for inconvenience in area in which the service crew is working; maintains records and prepares reports; if necessary, may transport injured worker to receive medical attention.

MINIMUM QUALIFICATIONS:

High School Diploma and six years of experience supervising other works engaged in the construction and/or maintenance of streets, sewers, related equipment and/or buildings. Possession of a valid Ohio Driver's License and CDL (Commercial Driver's License).

KNOWLEDGE REQUIRED:

Considerable knowledge of roads, tools and materials. Knowledge of the working characteristics of various street surfacing material. Knowledge of the working characteristics of various sewer materials. Knowledge of tools and equipment needed to repair, maintain, rebuild and/or replace various roads and sewers.

SKILLS REQUIRED:

Ability to read and interpret blueprints and drawings of street and sewer construction. Skill in developing and maintain effective working relationships with associates and general public. Ability to supervise other; maintain records, and prepare reports. Skilled in prioritizing and organizing work.

PHYSICAL ACTIVITIES/REQUIREMENTS:

Lifting, climbing, balancing, stooping, kneeling, crouching, crawling, reading, standing, walking, pushing, pulling, digit extension and retraction, grasping, feeling, talking, hearing, seeing, repetitive motions. Medium to Heavy Work: May exert over 50 pounds of force occasionally and/or up to 30 pounds of force frequently, and/or up to 20 pounds of force constantly when moving objects. May be exposed to extreme weather elements. On call 24/7

PROBATIONARY PERIOD:

90 Days. Codified Ordinance 155 – Exempt Position

Salary will be based on Experience