

ROAD SUPERINTENDENT

Munson Township, founded in 1816, is located in Geauga County and has around 6,700 residents. We are looking to hire a full-time **ROAD SUPERINTENDENT** to add to our talented team of leaders and top performers. In this role, you will lead our Road & Service Department including supervision and training of road crew as well as maintenance of township roads, facilities and equipment.

WHAT YOU'LL DO:

- Respond to resident concerns and emergency situations.
- Manage of snow removal. Perform snow plowing and road related maintenance.
- Maintenance of township buildings, parks, cemeteries and equipment.
- Prepare road department budget.
- Determine work techniques and types of equipment to be used as well as materials needed.
- Develop specifications for equipment purchases, road maintenance and improvement contracts.
- Maintain inventory report and provide information to Trustees.
- Maintain personnel files and time/work records on all employees.
- Create work schedules and assign work of employees.
- Meet with residents regarding road maintenance problems.
- Be available twenty-four hours a day.
- Other projects and duties as assigned.

WHAT YOU NEED:

- Valid CDL - Class A & B.
- Construction and/or engineering background.
- Experience in road maintenance, equipment repairs and building maintenance.
- Knowledge in operation of heavy road maintenance equipment.
- Ability to supervise and manage employees and maintain employee records.
- Strength and agility to perform demanding manual labor.
- Working knowledge of computer programs including Word and Excel, and electronic communication (email, texting, GPS).
- Three years of full-time experience preferred.
- Upbeat and courteous personality.
- Great work ethic, high integrity and honesty.
- Professional presentation and communication.
- Ability to successfully represent the Township in a positive way.

WHAT YOU'LL GET:

- Excellent compensation and benefits package, including comprehensive medical and dental plan.
- Participation in retirement plan.
- High level of job satisfaction.

Applications must be submitted by 3:00 p.m. on Friday, May 24, 2019.

Send resume and cover letter to Munson Township, 12210 Auburn Road, Chardon OH 44024 or to munson@munsontwp.com.
Equal Opportunity Employer