



MAPLE HEIGHTS JOB POSTING

SERVICE DIRECTOR / FULL-TIME

The City of Maple Heights is accepting applications for the position of Service Director. This is a full-time non-union position.

Responsibilities:

- Administrative work involving the use of mature judgment and planning ability.
- Shall have charge of the construction and maintenance of all public works such as repairs to and cleaning of streets, sidewalks, alleys, bridges etc.; of sewers, drains, ditches, culverts maintenance and cleaning of water lines; cutting of weeds; maintenance of all City buildings and property.
- Supervision of the various work unit supervisors and various department employees, who are members of a collective bargaining unit.
- Plans and directs the overall work schedules of the department personnel and schedules major repair projects.
- Directs the maintenance and repair of City streets; directs and supervises the City's annual leaf collection program; supervises the street cleaning of the City, including the removal of snow; plans and administers paving and reconstruction programs with the City Engineer.
- Supervises the City garage which maintains all City vehicles and equipment; prepares plans and estimates for proposed capital improvements; receives complaints regarding street repairs and takes necessary action; prepares budget recommendations, studies equipment needs, and prepares requisitions and specifications.
- **Perform such other duties and functions as assigned by the Mayor.**

Qualifications:

- Extensive experience in public works construction or maintenance, some of which shall have been at the level of Public Service Supervisor or higher.
- Completion of a standard high school course, preferably supplemented by significant college level coursework; experience in labor and management negotiations, discipline and grievance/arbitration procedures; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.
- The employee in this position will be required to obtain and maintain a valid State of Ohio Class A or Class B commercial driver's license ("CDL").

Applications are available on the City of Maple Heights website www.citymapleheights.com and also at the Department of Human Resources located at 5353 Lee Road, Maple Heights, Ohio 44137.

Please return applications to the City of Maple Heights, Department of Human Resources, at address above.

EOE/Drug Free and Smoke Free Workplace.