

CITY OF NORTH CANTON

An Equal Opportunity Employer

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POSITION DESCRIPTION

Position Title: Operations Manager

Name:

perform light manual labor for extended periods of time in often adverse conditions; travel to and gain access to work sites.

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

1. Directly supervises employees in the Street, Storm, and Sanitary Department (assigns works, recommends discipline, evaluates employee performance, approves or denies leave requests, etc.).
2. Oversees and coordinates maintenance of streets within City limits (e.g., salts, plows, asphalt repair); maintains and repairs catch basins and manholes; repairs stop signs and traffic lights; oversees and coordinates maintenance of storm sewer functions (e.g., remediates catch basin blockages and flooding, etc.); oversees and coordinates City sanitary functions (e.g., responds to and repairs lift station problems, utilizes camera lines to troubleshoot problems, flushes system with sewer jet, etc.).
3. Assists in the development of policies; assists with supply purchases; maintains inventory of equipment and supplies; manages a pre-approved budget.
4. Oversees repair of equipment and vehicles for the department fleet.
5. Responds to weather related damage and other emergency situations (e.g., downed trees, power lines, flooding, cave-ins, etc.).
6. Maintains required licensure and certification.
7. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
8. Demonstrates regular, predictable, and punctual attendance.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other related duties as assigned.

Date Adopted: _____

Date Revised: 11/1/2014

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EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Modern business office equipment (i.e., copier, fax machine, computer, etc.); hand and power tools; electrical repair tools; and light and heavy motorized equipment (e.g., backhoe, cement mixer, asphalt roller, etc.).

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS

The employee: works in the vicinity of floor or wall openings, elevated platforms, and/or runways; ascends and/or descends ladders, stairs, or scaffolds; works in a confined space; works in an area in which the means of egress is or can be obstructed; works on and around powered platforms and/or vehicle mounted platforms; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db; is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants; is exposed to possible hazardous waste; is exposed to possible injury due to unclean or unsanitary conditions; is exposed to possible injury as a result of electrical shock; is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines; is exposed to possible injury from explosions; is exposed to possible injury as a result of falling from high places; works in or around crowds; has contact with potentially violent or emotionally distraught persons; has exposure to potentially vicious animals; has exposure to life threatening situations; has exposure to fire, and hot, cold, wet, humid, or windy weather conditions; has exposure to extreme non-weather related heat or cold; has exposure to hazardous driving conditions; and has exposure to shaking objects or surfaces.

In accordance with the Dictionary of Occupational Titles, Physical Demands – Strength Rating, this is considered medium work.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (*employee*) signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

Date Adopted: _____

Date Revised: 11/1/2014