

JEFFERSON TOWNSHIP Montgomery County, Ohio

Position Title: Road and Public Works Superintendent

Department: Roads

Reports To: Township Administrator

Employment Status: Full-Time, Salary \$21.63 – \$26.44 per hour

Schedule: Monday – Friday, on call for emergencies

JOB DESCRIPTION: ROAD AND PUBLIC WORKS SUPERINTENDENT

Position Summary

Under the direction of the Township Administrator and the authority of the Jefferson Township Board of Trustees, the Road and Public Works Superintendent is responsible for supervising the employees of the Road Department, managing departmental operations and budget, implementing structured maintenance systems, and ensuring the safe and efficient maintenance of Township infrastructure.

The Road and Public Works Superintendent serves as a working supervisor, providing leadership, operational planning, and hands-on support for road maintenance, drainage systems, snow and ice control operations, signage, and equipment management. The position is responsible for planning weekly work activities, coordinating emergency response operations, maintaining accurate records, and ensuring accountability in all Road Department functions.

The Road and Public Works Superintendent will utilize the Township's digital maintenance management system to track work orders, equipment maintenance, inspections, and project documentation.

The Road and Public Works Superintendent attends Trustee Meetings when requested and submits a written report summarizing Road Department activities, infrastructure needs, and completed projects.

Essential Duties and Responsibilities

Roadway Maintenance and Infrastructure

- Maintain Township roadways to ensure the safety of the motoring public
- Plan and supervise routine and preventative maintenance of Township roads
- Clean and repair catch basins and stabilize pipe outfalls
- Install drainage pipes and perform trench work
- Construct concrete block structures including catch basins
- Perform pothole patching and asphalt repairs
- Install, maintain, and repair traffic control devices and street signage
- Perform vegetation management and right-of-way maintenance
- Maintain Township drainage infrastructure and stormwater systems
- Must be able to respond to the Township within 30 minutes for emergencies

Snow and Emergency Operations

- Plan and supervise Township snow and ice removal operations
- Coordinate road treatment and snow removal based on established priority routes
- Respond to emergency roadway hazards, including flooding, downed trees, and debris
- Coordinate with Fire Department, Montgomery County agencies, utilities, and emergency services when necessary
- Ensure equipment and materials are ready for winter and emergency response

Equipment and Fleet Management

- Maintain and oversee the inspection, cleaning, and preventive maintenance of all Road Department vehicles and equipment
- Track equipment maintenance, repairs, and usage using the Township's digital maintenance management system (MaintainX or successor system)
- Maintain equipment inventory and lifecycle records
- Oversees inspection, cleaning, and preventive maintenance of all Township Road Department vehicles and equipment.
- Require measurable criteria when determining equipment repairs or replacement

Department Supervision and Workforce Development

- Supervise Road Department employees and assign daily and weekly work activities
- Train employees in proper equipment operation and safety procedures
- Conduct employee evaluations and probationary reviews
- Approve employee time sheets and leave requests
- Ensure staff receive required training certifications and equipment training
- Maintain documentation of employee training and safety compliance

Administrative and Budget Responsibilities

- Prepare and submit an annual Road Department budget request to the Township Administrator
- Manage Road Department expenditures in accordance with the approved budget
- Initiate purchase orders and approve payment of Road Department bills
- Track parts usage, equipment repair costs, and labor hours
- Maintain records of Township roads, infrastructure, maintenance activities, and projects
- Submit a written monthly report detailing Road Department activities, projects, and infrastructure needs

Project and Contractor Oversight

- Inspect and supervise Township road and drainage projects
- Coordinate with contractors performing work within the Township road right-of-ways

- Ensure contractor work complies with Township standards and project specifications

Public Communication and Customer Service

- Respond to resident concerns regarding road conditions and infrastructure
- Maintain professional communication with residents, Township Trustees, Township staff, and outside agencies
- Document service requests and complaints when necessary
- Documents complaints and coordinates solutions when appropriate

Required Experience

Applicants must demonstrate the following minimum experience to be considered for this position:

- Minimum of five (5) years of experience in a municipal road department, county highway department, state transportation agency, or comparable public works environment.
- Minimum of two (2) years of supervisory or crew leader experience, including directing staff, assigning work, and evaluating employee performance.
- Valid Ohio CDL Class B driver's license with air brake endorsement required.
- Demonstrated hands-on experience in at least three of the following areas:
 - Road maintenance and repair
 - Asphalt patching or paving operations
 - Storm drainage installation and maintenance
 - Snow and ice removal operations
 - Traffic sign installation and traffic control
 - Operation of heavy equipment used in road maintenance
- Experience supervising the operation, inspection, and maintenance of public works vehicles and equipment
- Experience planning and coordinating daily or weekly work assignments for a road or public works crew
- Experience documenting work activities, equipment maintenance, or infrastructure projects through written reports or digital systems

Applicants who do not clearly demonstrate the required experience in their resume or application materials may not be considered for an interview.

Necessary Knowledge, Skills, and Abilities

- Ability to supervise employees and coordinate daily and weekly work activities
- Ability to maintain accurate documentation and operational records
- Ability to plan road maintenance projects and infrastructure improvements
- Ability to operate and supervise the operation of dump trucks, snow plows, and heavy equipment
- Ability to utilize digital maintenance management systems used by the Township

- Ability to perform basic mathematical calculations related to materials, volume, and project measurements
- Working knowledge of traffic control hazards and safety precautions
- Knowledge of the safe operation of powered equipment including (but not limited to) air compressors, jackhammers, chain saws, brush chippers, and asphalt saws
- Ability to perform heavy manual labor in varying weather conditions
- Ability to communicate effectively and professionally with employees, residents, and public officials

Special Requirements

- Must obtain and maintain an Ohio Department of Agriculture Commercial Pesticide Applicator License (spray license) within twelve (12) months of hire
- Must maintain continuing education requirements necessary to keep the pesticide applicator license active
- Must meet Township insurance requirements for vehicle operation
- Supervisor training or leadership training preferred
- Subject to background check and pre-employment drug screening

Physical Demands

Candidates need to be able lift heavy weights (e.g., 50–100 lbs), operate in extreme weather (snow/heat), and stand for long periods.

Compensation and Benefits

- Competitive pay -\$21.63 – \$26.44 per hour, commensurate with experience.
- Comprehensive benefits package, including health and dental.
- Participation in the Ohio Public Employees Retirement System (OPERS).
- Professional development and training opportunities.
- This position is eligible for overtime pay for emergency call-outs and required after-hours work.

Interested candidates should send their resumes to cgoodwine@jeffersontwp.net