

RECORD OF PROCEEDINGS

Minutes of

SAYBROOK TOWNSHIP TRUSTEES

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 101-08

NOVEMBER 13, 2012

Held

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The Special Open Meeting of the Saybrook Township Board of Trustees to discuss Employee's Job Descriptions was called to order at 6:30 P.M. by Chairperson Norman Jepson, with Trustees Robert Brobst and Jane Hawn-Jackson, Fiscal Officer Joyce Crease and no members of the public were in attendance at the Saybrook Township Administrative Offices, 7247 Center Road, Saybrook Township, Ohio 44004.

The following minutes reflect action taken by this Board. The recording of this meeting is on file at the Administrative Office. More detailed information can be obtained by listening to it at our office (job 153).

The Road Superintendent's and Acting Road Superintendent's Job Descriptions were discussed.

#1 Jane Hawn-Jackson moved, seconded by Robert Brobst to modify Policy 5700 the Road Superintendents Job Description as follows:

JOB DESCRIPTION ROAD SUPERINTENDENT

The Road Superintendent shall be appointed by the Board of Township Trustees in accordance with the Ohio Revised Code.

The Road Superintendent is responsible for supervision of the road employees, planning, organizing and managing all operation and activities as they pertain to the Road Department.

The Road Superintendent will direct and coordinate the department's day to day activities such as street maintenance, storm water activities, cemetery burials, equipment procurement and maintenance, based on input from Township Trustees, residents, neighboring communities, contractors, public and private sector agencies and businesses.

RESPONSIBILITIES:

- A. Plan, schedule, supervise and perform programs and activities of the Road Department in accordance with the professional standards and Ohio Revised Code and established Township and Departmental Policies.
- B. Provide appropriate information and update to the Board of Trustees on capital and special projects relating to the Road Department.
- C. Prepare and administer the department budget and to authorize expenditures within established limitations set by the Trustees, develop procedures, prepare specifications for bidding purchase of materials and equipment and for the disposal of replaced equipment and develop capital improvement plans while keeping the Board of Trustees informed regarding the above appropriate information.
- D. Serve as liaison between the Township and the County Engineer as well as other governmental agencies and groups on matters dealing with Township infrastructure problems and issues.
- E. Prepare reports concerning the programs and activities of the Road Department for the Board of Trustees for the monthly meetings or as needed.
- F. Attend Board of Trustee's meetings providing informational input and recommend measures for adoption on matters pertaining to the Road Department.
- G. Immediately respond and appropriately remedy all citizen complaints with complete disclosure to the Board of Trustees.

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- H. Recommend infrastructure maintenance and repair projects and/or prepare requests for proposals and/or specifications for infrastructure projects for the Board of Trustees.
- I. Prepare all reports and forms dealing with any and all funding, including but not limited to, state and federal funding grants.
- J. Inspect all infrastructure projects performed for the Township by outgoing contractors and forward information to the Board of Trustees and the County Engineer's office.
- K. Present issues, offer recommendations and develop strategies regarding both Township and Road Department policies and practices.
- L. Direct, coordinate and evaluate the activities of the Road Department, identify training opportunities, conduct evaluations, interviews and recommend personnel and/ or reassignments, corrective action and termination.
- M. Develop work schedules, personnel assignments and cost estimates for projects.
- N. Interpret administrative directives and use initiative and professional judgment in applying them.
- O. Manage the maintenance of complex, detailed and official records, files and reports.
- P. Stay current on technological advances in the field as it pertains to the Road Department activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING DUTIES WHICH MAY BE ASSIGNED:

- A. Inspect and repair roadways and street signage.
- B. Maintain, repair and operate various pieces of ground maintenance equipment.
- C. Maintain, repair and operate pickups, dump trucks, salt spreaders and snowplows.
- D. May instruct employees on equipment operation, safety, maintenance and mowing techniques.
- E. Perform routine inspections and required repairs on routine vehicles and equipment; cleaning equipment; and notify Board of Trustees of any defects or needed repairs.
- F. Maintain and repair of small tools and pumps used in service department operations.
- G. Drive trucks used in loading and hauling of materials for road repairs, snow removal and ice removal.
- H. Drive tractors or mowers to cut grass in road right of ways and cemeteries.
- I. Pick up trash along the road right of ways and Township properties.
- J. Trim weeds and brush on Township property and cemeteries; plant flowers, bushes and trees.
- K. Complete all duties in conformance with OSHA standards.
- L. Create ideas that improve production, organizational performance, or results in cost or time savings for the department.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- A. Possess extensive knowledge of road construction.
- B. Possess the ability to communicate in a positive and respectful manner with Township residents, elected officials and the business community.
- C. Demonstrate flexibility and cooperative attitude when faced with change.
- D. Possess knowledge of employee management and supervisory principles and practices.

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- E. Possess knowledge of occupational hazard and corresponding safety precautions necessary for the safe performance of departmental programs and activities.
- F. Possess knowledge of construction and material specifications.
- G. Possess skills in solving complex problems and effective decision making.
- H. Possess the ability to ensure that programs and policies are implemented in a timely fashion.
- I. Possess the ability to apply management principles to practical work situations.
- J. Possess the ability to prepare meaningful, concise and accurate reports and directives.
- K. Possess a valid Ohio driver's license.

EDUCATION/WORK EXPERIENCE:

- Minimum of five (5) years of responsible experience in a like or similar position with road construction, public works, management, or related field.
- B.S. in Engineering, Construction Management or high school degree/GED with five (5) years of responsible supervisory experience in the public sector in similar positions, plus additional training.
- Basic knowledge of civil and traffic engineering principles.
- State of Ohio Class B CDL License preferred.

PHYSICAL REQUIREMENTS:

The position involves continuous standing and walking, climbing, bending and stooping. Good vision is required due to day and night driving. Applicants must be able to withstand hot and cold temperatures and hours of work must be flexible based on job requirements of scheduled and nonscheduled work due to weather.

Roll Call Voting:	Robert Brobst	Yes
	Jane Hawn-Jackson	Yes
	Norman Jepson	Yes

#2 Norman Jepson moved, seconded by Jane Hawn-Jackson to make no changes to Policy 5701 the Acting Road Superintendent's Job Description.

Roll Call Voting:	Robert Brobst	Yes
	Jane Hawn-Jackson	Yes
	Norman Jepson	Yes

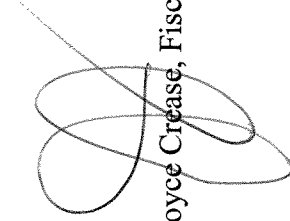
#3 Jane Hawn-Jackson moved, seconded by Robert Brobst to adjourn the meeting at approximately 7:10 pm.

Voting:	Robert Brobst	Yes
	Jane Hawn-Jackson	Yes
	Norman Jepson	Yes

The meeting was adjourned.



Norman Jepson, Chairperson



Joyce Crease, Fiscal Officer