

**City of Beavercreek**  
*An Equal Opportunity Employer*

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**Position Title: Section Leader**

**Department: Public Administrative Services**

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**Employment Status: Full-time**

**FLSA Status: Non-Exempt**

The City of  
BEAVERCREEK  
Ohio

**GENERAL NATURE OF WORK:** This is responsible skilled work in, planning, directing, and coordinating the activities, personnel, and resources of the Public Administrative Services Department, Divisions of Public Service and Parks, Recreation and Culture. An employee in this class is responsible for the performance of various tasks associated with maintenance and repair of vehicles, equipment, traffic signs and signals in the City. Duties are performed under the limited supervision of the Assistant Superintendent and/or Superintendent.

**EQUIPMENT & JOB LOCATION:** This position requires a thorough knowledge of the operation of equipment including: pickup truck, dump truck, snowplow, front-end loader, backhoe, street sweeper, mower, small power tools, crack sealer, curb machine, jack hammer, utility vehicle, tractor, bobcat, forklift, sign truck, signal truck, bucket truck, paint machine, hand striper, safety equipment, and a variety of hand and garden tools. The primary work site is the Municipal Maintenance Facility, City-owned facilities and grounds, and any roadways within the City limits of Beavercreek.

**ESSENTIAL FUNCTIONS – EXAMPLES OF DUTIES:**

*Any one position may not include all of the duties listed nor do the listed examples include all duties which may be found in all positions in this class.*

- Plans, schedules, directs, and performs programs and activities of the Public Administrative Services Department.
- Operates all vehicles, machines, and equipment appropriate to job related tasks.
- Performs various street maintenance tasks including street maintenance, drainage, concrete work, snow plowing, utility locating, traffic signal system maintenance, street lighting system maintenance, traffic sign maintenance, and roadway marking and paint maintenance.
- Performs various grounds maintenance tasks, including mowing, trimming, pruning, aerating, fertilizing, pest control, leaf removal, tree removal and cleanup, turf maintenance, athletic field maintenance, and landscape bed maintenance.
- Sets up and maintains work zones and road closures.
- Trains departmental employees.
- Orders materials and maintains related records.
- Maintains inventory of supplies and materials.
- Directs the activities of full-time, part-time, seasonal, and volunteer personnel.
- Schedules and tracks overtime of other full-time, bargaining unit employees.
- Plans, schedules, directs, and performs emergency call-in requests.
- Must be capable of training, coaching, and mentoring other employees.
- Must possess leadership skills in the workplace to ensure safe and efficient operations.
- Makes recommendations for vehicle and equipment replacement; assists in developing specification for vehicle and equipment purchases.
- Assists in preparation of departmental budget.

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- Ability to perform physical functions, including ability to lift objects such as equipment, furniture, supplies, and/or materials short distances (weight up to 50 lbs.) Ability to climb, bend, balance, and traverse rough ground, and ability to perform these tasks under varied weather conditions.
- Demonstrates regular and predictable attendance.

**ADDITIONAL EXAMPLES OF WORK PERFORMED:**

- Maintains equipment for safe and efficient usage.
- Prepares reports as required.
- Responds to comments and complaints from citizens in a professional manner.
- Ability to perform demanding labor in all conditions.
- Provides input for operations manuals, policies, and procedures as necessary.
- Performs the functions of Operator I, Operator II, and Operator III when necessary.
- Assists with accident investigation and safety concerns; suggests corrective actions as it relates to safety.
- Assists in clean up after storms, tornadoes, flooding, etc.
- Assists in setting up special functions, including parades and festivals.
- Performs other duties as assigned, including work in other City divisions as necessary.

**DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:**

- Thorough knowledge of the operations and maintenance of vehicles, equipment, traffic signs and signals.
- Thorough knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance of assigned duties.
- Comprehensive knowledge of the Ohio Manual of Uniform Traffic Control Devices.
- Ability to establish and maintain effective working relationships with City officials, fellow employees, other City employees, and the general public.
- Ability to understand and follow oral and/or written instructions.
- Ability to supervise other departmental employees.
- Ability to handle confidential information.
- Ability to read and interpret blueprints, construction designs, and relevant manuals.
- Thorough knowledge of state and local laws and ordinances pertaining to operations within the appropriate division.
- Ability to work under the direction of the Assistant Superintendent and/or Superintendent.

**DESIRABLE TRAINING AND EXPERIENCE:**

- A high school diploma or the equivalent, supplemented by considerable experience in routine maintenance and repair; or any combination of training and experience which provides the desired knowledge, skills, and abilities.
- Completion of Operator I, Operator II and Operator III training and service credit requirements, and Section Leader pre-requisites in relevant division per the City of Beavercreek Training and Reclassification Policy and Training Matrix.

**NECESSARY SPECIAL REQUIREMENTS:**

- Must maintain a valid Ohio Class 'A' Commercial Driver License with airbrake and tanker endorsements. This license must be obtained within three (3) months of date of hire.
- Must maintain a valid Ohio Driver License.
- Must be in good physical condition, i.e. ability to pass all required physical exams and

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drug testing as required by the State of Ohio and/or City of Beavercreek.

- Ability to work other than normal working hours, and to work various shifts as necessary.

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Job Description Approved by:

Pete E. Gardner

City Manager

12/14/2018

Date

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.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date