



**JOB POSTING**  
**SERVICE MANAGER**

**Department: Administration**  
**Division: Service**  
**Classification: Exempt**  
**Locations: City-Wide**

**Base Hours:** Must be available to work a flexible schedule including evenings, holidays and weekends  
**Salary: \$55,000 - \$80,000**

**GENERAL PURPOSE:** Under the general supervision of the City Manager, and in coordination with the Water Superintendent, the Service Manager will be responsible for running the day-to-day operations of the Service departments and acting as Operator of Record for the distribution system, scheduling daily job duties and advanced scheduling and implementation. Directly responsible for supervision of water distribution, street department, stormwater, facility and building maintenance.

**ESSENTIAL DUTIES:** Reasonable accommodations, as prescribed by the Americans with Disabilities Act, may be made to enable individuals with disabilities to perform the essential job functions:

- Plans, schedules and implements construction, maintenance, operation and construction activities designed to provide quality services for the residents of the City
- Carries out construction and maintenance inspection work to determine acceptability and conformance to city standards
- Manages Service Department(s) permits and inspections through Zoning Department.
- Supervises the control and use of, and assumes responsibility for all materials, supplies and equipment used in the maintenance, construction and repair of the supervised departments
- Inspects and supervises the condition and repair of water distribution systems, streets, drainage systems at frequent intervals to ensure that all aspects of the systems are functioning correctly
- Requisition needed supplies for the departments and maintains a variety of records relating to personnel, equipment, infrastructure repairs and maintenance, supplies, water consumption and reports
- Supervises, instructs and assists assigned crews in repairing water and stormwater lines, installing and relocating fire hydrants and meters, and maintaining the existing water supply, distribution, and stormwater collection systems
- Takes the lead in building maintenance for city properties
- Ensures that all necessary materials, supplies and equipment are available by maintaining an inventory of parts and materials
- Supervises the location (OUPS) of gas, telephone, power, television, water and sewer lines from the appropriate sources prior to excavation and informs crew of such locations
- Contacts residents and business owners in area where services will be discontinued and explains when services will be shut off and restored
- Ensures the proper maintenance of equipment and tools by supervising and participating in cleaning and checking equipment and tools after use

- Oversee the safety of assigned maintenance workers and equipment operators by instructing individuals in proper safety procedures and monitoring work in progress
- Analyzes annual operating costs and makes recommendations for department budget
- Directs, plans and organizes workload and crew assignments
- Trains, motivates and evaluates assigned staff
- Provides leadership and direction in the development of short- and long-range plans
- Provides necessary direction and assistance to Service Department(s) members and private contractors working for the City
- Enforce policies, regulations, and safety and health standards for the department
- Assists Service Department(s) members in performing duties
- Prepares and maintains daily, monthly, and annual reports or records, as assigned
- Report all major or continued employee problems or violations to the HR Manager.
- Regular and reliable attendance. Able to work alternate shifts and long hours.
- Completes additional duties as assigned

**REQUIRED QUALIFICATIONS AND SKILLS:**

- Minimum Five (5) years' experience as a supervisor or any equivalent combination of relevant experience
- Government maintenance experience or construction career background includes Mechanical Maintenance, Facility and Building Maintenance, Road Construction, Piping or General Construction and Contracting
- Valid Ohio Driver's License
- Class 2 Water Distribution license (or ability to obtain within 2 years)
- Class A CDL (or the ability to obtain within 1 year)

**PREFERRED QIALIFICATIONS AND SKILLS:**

- Considerable knowledge of equipment, materials and supplies used in the department
- Working knowledge of applicable safety procedures for departmental work
- Skill in operation of computers and applicable software
- Knowledge of backflow devices and experience administering backflow prevention program

**TOOLS AND EQUIPMENT USED:** Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, tamper, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, phones and basic computer skills

It is the policy of the City of Huron to provide equal employment opportunities without regard to race, religion, color, sex, sexual orientation, gender identity, gender expression, national origin, marital status, age, military status, genetic information, disability or any other legally protected class status.

**QUESTIONS REGARDING THIS POSITION MAY BE DIRECTED TO: [andrea.rocco@huronohio.us](mailto:andrea.rocco@huronohio.us)**

**[APPLY NOW](#)**