

# Brookfield Township Highway Department

774 STATE ROUTE 7 NE

BROOKFIELD, OHIO 44403

## JOB DESCRIPTION

**Classification:** Highway Technician

**Effective Date:** January 2024

**Work Location:** Highway Department, 774 State Route 7 NE, Brookfield, Ohio 44403

**Schedule:** Full Time/ Part Time

**Work Hours:** 7:00 AM – 3:00 PM

**Benefits:** Included for full time employees only:

- Full Medical – No Eye or Dental
- Vacation
- Sick Time
- Personal Time
- Holidays

### Job Duties:

Operates basic equipment (e.g., backhoes, graders, forklift, trucks, etc.) and performs general highway maintenance duties which vary by season (i.e., constructs, improves, maintains, repairs and cleans highways and/or roadways and right-of-ways to include excavating and grading ditches, digging channels and cleaning waterways, cuts brush, grass and other vegetation, patches and seals berm and pavements, mixes mortar and concrete, shovels backfill, installs and repairs catch basins and stream channels and completes other drainage work, reshapes and digs ditches and trenches, pours hot tar, removes trash, cleans and repairs highways and/or roadways and right-of-ways, mows grass, moves and loads supplies and materials and completes other related highway maintenance assignments, operates any combination of basic equipment to haul trash), performs snow and ice control and related maintenance duties by operation of snow

plow with spreader, brine dispensing equipment, dump truck with attachments, maintains, repairs and installs traffic signs and pavement markings on township, county and state highways and/or roadways (e.g., repairs/replaces/straightens street and/or traffic signs and other route markers; installs and repairs guardrails).

Performs emergency response and clean up and performs traffic control (e.g., flags traffic through work zone or around accident site; sets lane closures; places high water signs; erects barricades); receives training (on the job and formal) in various types of construction inspection activities (maintenance related inspection items).

Performs minor repairs and maintenance on equipment (e.g., sharpens; sands; paints; refuels; lubricates; checks tires for wear and pressure; replaces light bulbs; washes and cleans trucks and equipment to prevent rusting); changes tailgates and snowplow blades; conducts pre-trip inspections of equipment.

Performs miscellaneous labor and bookkeeping tasks; operates two-way radio/base station; telephones crews for emergencies; cleans offices and garage; keeps daily records and logs (e.g., fuel sheets, material check sheets); responds to general inquiries from public (e.g., gives directions; explains traffic delays; explains work underway); assists stranded motorists (e.g., telephones for needed assistance); performs general labor and maintenance functions at garage; loads and unloads freight; arranges stock in warehouse; moves equipment.

## **Qualifications:**

Possess a minimum of a high school diploma or equivalent GED  
Have a working knowledge of arithmetic: (e.g.; addition, subtraction, decimals, percentages and fractions). Also possess the ability to read, write and speak common english vocabulary. Three months of training or three months of experience in the operation of basic equipment and safety practices associated with highway maintenance and use of traffic control equipment\*; agency policies\*. Ability to recognize unusual or threatening conditions and take appropriate action; read and verbalize simple sentences; maintain accurate records; cooperate with co-workers on group projects; demonstrate strength to lift 50-100 pounds.

(\*) Developed after employment.

**Note:** Applicant must have valid Class A or B Commercial Driver's License without air brake restriction and with a current tanker endorsement or be willing to obtain licenses during the probationary period and maintained at the appropriate level pursuant to approved position description on file to operate motorized equipment of size and type regulated by section 4506 of Ohio Revised Code.

Unusual Working Conditions: e.g., May be exposed to dirt, loud noise, grease, dust, gas fumes and other unpleasant conditions; may work outside exposed to unpleasant weather conditions; may be on call 24hrs./day, 7 days/week.

### **Urinalysis Testing - CDL:**

All final applicants tentatively selected for this position will be required to submit to urinalysis to test for illegal drug use prior to appointments. An applicant with a positive test shall not be offered employment. This position is also subject to federal testing regulations pursuant to 49 CFR Part 40 (Federal Drug and Alcohol Regulations) and 49 CFR Part 382 (Federal Motor Carrier Safety Administration) which prohibits the use of marijuana, including medical marijuana. Medical marijuana is prohibited as a valid medical explanation for a positive drug test for final applicants in this position.

### **Background Check Information:**

The final candidate selected for the position will be required to undergo a criminal background check. Criminal convictions do not necessarily preclude an applicant from consideration for a position. An individual assessment of an applicant's prior criminal convictions will be made before excluding an applicant from consideration.