



**BROOKFIELD TOWNSHIP
HIGHWAY DEPARTMENT**
774 STATE ROUTE 7 NE
BROOKFIELD, OHIO 44403

WE ARE HIRING!

PARK MAINTENANCE

JOB DESCRIPTION

Date: February 2024
Work Location: Highway Department, 774 State Route 7 NE, Brookfield, Ohio 44403
Schedule: Seasonal/Part-Time (April 1 thru October 31, not to exceed 1200 hours)
Work Hours: 9:00 AM – 3:00 PM
Benefits: None

JOB DUTIES:

Operate basic equipment (e.g., truck, forklift, mower, weed eater, hedge trimmer, etc.) and perform general maintenance including: improve, maintain, repair and clean roadways, buildings, bathrooms, sewer plant, baseball fields, soccer fields, picnic areas, pavilions, picnic tables, dugouts, fences, gates walkways, walls, utilities, landscape areas, drainage pipe, ditches, hedges, trees, lawns, and other vegetation. Operational duties will consist of coordinating with local organizations on the use of the township park, including, but not limited to, scheduling the use of Concession stand, baseball fields, soccer fields, pavilions, grounds maintenance equipment, etc.

Additional duties may include assisting the highway department with pavement patches, sealing berm and pavements, mixing mortar & concrete, shoveling fill, installing and repairing catch basins, drainage work, pouring hot tar, removing trash, cleaning and repairing highways and/or roadways and right-of-ways, mowing grass, moving and loading supplies and materials, performing snow and ice control and related maintenance duties by operation of snow plow with spreader, brine dispensing equipment, dump truck with attachments, maintaining, repairing and installing traffic signs and guardrails on township highways. Other duties may be assigned at the discretion of the Road Superintendent.

Unusual Working Conditions- e.g., May be exposed to dirt, loud noise, grease, dust, gas fumes & other unpleasant conditions; may work outside exposed to unpleasant weather conditions.

QUALIFICATIONS:

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. 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 50-175 pounds.

Note: Applicant must have valid Driver's License 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.

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.

PICK UP APPLICATIONS AT
6844 STRIMBU DR. BROOKFIELD, OHIO 44403 • HOURS 8:00AM -4:00PM
VISIT US ON OUR TOWNSHIP WEBSITE: BROOKFIELDTWP.ORG



SEASONAL HELP NEEDED!



**BROOKFIELD TOWNSHIP
HIGHWAY DEPARTMENT**
774 STATE ROUTE 7 NE
BROOKFIELD, OHIO 44403

WE ARE HIRING!

CEMETERY MAINTENANCE

JOB DESCRIPTION

Date: February 2024
Work Location: Highway Department, 774 State Route 7 NE, Brookfield, Ohio 44403
Schedule: Seasonal/Part-Time (April 1 thru October 31, not to exceed 1200 hours)
Work Hours: 7:00 AM – 3:00 PM Total Hours: 30-40 Hours Per Week
Benefits: None

JOB DUTIES:

Operate basic equipment (e.g., truck, forklift, mower, weed eater, hedge trimmer, etc.) and perform general maintenance including: improve, maintain, repair and clean roadways, buildings, lawns, fences, monuments, graves, hedges, trees and other vegetation. Operational duties will consist of assisting with interment burials, cremation burials, setting monuments, foundations, mausoleum and columbarium construction and burials, building construction, etc. Additional duties may include assisting the highway department with pavement patches, sealing berm and pavements, mixing mortar & concrete, shoveling fill, installing and repairing catch basins, drainage work, pouring hot tar, removing trash, cleaning and repairing highways and/or roadways and right-of-ways, mowing grass, moving and loading supplies and materials, performing snow and ice control and related maintenance duties by operation of snow plow with spreader, brine dispensing equipment, dump truck with attachments, maintaining, repairing and installing traffic signs and guardrails on township, county and state highways. Other duties may be assigned at the discretion of the road superintendent.

Unusual Working Conditions- e.g., May be exposed to dirt, loud noise, grease, dust, gas fumes & other unpleasant conditions; may work outside exposed to unpleasant weather conditions.

QUALIFICATIONS:

Education in the use of arithmetic that includes addition, subtraction, decimals, percentages and fractions. Also the ability to read, write and speak common English vocabulary. Knowledge of safety practices associated with highway maintenance and use of traffic control equipment*; agency policies*. Skill in use of basic equipment and related highway maintenance tools; traffic control equipment. 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 Driver's License 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

BACKGROUND CHECK INFORMATION:

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