

Silver Creek Township

Maintenance Staff (Full-Time)

Pay Range: \$29.00 – \$35.00 per hour

Location: Silver Creek Township

Schedule: Full-Time (40 hours/week, year-round)

Paid Time Off & Healthcare Benefits Available

Position Summary

Silver Creek Township is seeking a dedicated and skilled **Maintenance Staff** member to support township infrastructure and public services. Under the supervision of the Town Board and Road Boss, this position is responsible for maintaining and repairing township roads, rights-of-way, buildings, grounds, equipment, and other township assets in a safe, efficient, and professional manner.

This is a public service position that requires flexibility, strong work ethic, and a commitment to safety and community service.

Work Schedule & Conditions

- Average **40-hour workweek (2080 hours annually)**
 - **Work hours:**
 - Summer: **6:00 a.m. – 3:30 p.m.**
 - Winter: **7:00 a.m. – 3:30 p.m.**
 - Occasional **nights, weekends, and overtime** required (approved by Road Boss or Board)
 - Paid breaks and unpaid lunch per township policy
 - Overtime as needed for snow removal, emergencies, and special projects
 - Tobacco-free workplace, vehicles, and equipment
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Essential Duties & Responsibilities

- Maintain and repair township roads, ditches, rights-of-way, buildings, grounds, playgrounds, and equipment
- Perform grading, gravel placement, shoulder repair, chloride application, and asphalt/chip seal maintenance

- Snow plowing, sanding, salting, and ice control per township snow and ice policy
 - Operate and maintain township equipment including graders, loaders, dump trucks, tractors, skid steers, mowers, chainsaws, packers, and trailers
 - Inspect equipment daily; maintain fuel, fluid levels, cleanliness, and service records
 - Maintain culverts, signage, guardrails, mailbox supports, and street signs
 - Perform brush, tree, and weed control within township rights-of-way
 - Maintain township buildings and grounds (mowing, watering, cleaning, snow removal)
 - Keep accurate records including road maintenance logs, traffic counts, mileage, and engine hours
 - Gather bids, quotes, and estimates for township projects as directed
 - Assist emergency services (police, fire, rescue) when needed
 - Communicate professionally with township residents, Board members, and Road Boss
 - Perform other duties as assigned by the Township Board or Road Boss
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Required Qualifications

- **Valid Class A Commercial Driver's License (CDL) and DOT Health Card**
 - Strong mechanical aptitude and general maintenance skills
 - Ability to work independently with sound judgment and safe work practices
 - Ability to lift **75 lbs or more**, climb, and work at heights up to **15 feet**
 - Ability to sit or stand for extended periods and work in varying weather conditions
 - Strong organizational skills and attention to detail
 - Effective communication skills with residents, supervisors, and officials
 - Willingness to attend training, workshops, and learn new procedures
 - Computer literacy required
 - Commitment to maintaining a safe, clean, and organized work environment
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Preferred Experience

- Road construction and maintenance (gravel, asphalt, chip seal)

- Snow plowing and ice control operations
 - Gravel road grading and stabilization
 - Operation of heavy equipment and power tools
 - Tree and brush cutting
 - Budget awareness and working within approved budgets
 - Experience gathering bids and quotes
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Pre-Employment Requirements

- Background check
 - Physical ability test and health exam
 - Drug screening
 - Demonstrated use of safety equipment and safe work practices
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Salary & Benefits

Salary and benefits are determined annually at the Township's reorganizational meeting (typically held in December or January). Compensation is reviewed each year beginning in November. Benefits and performance evaluations are conducted in accordance with the **Silver Creek Township Employee Handbook**.

How to Apply

Interested candidates should submit an application to office@silvercreektwp.com or drop off during office hours.

Applications can be found on township website www.silvercreektwp.com or at the township office.

Open until it's filled.

Silver Creek Township is an equal opportunity employer.