

**SILVER CREEK TOWNSHIP
JOB DESCRIPTION**

Temporary Seasonal Help

POSITION SUMMARY: Maintain the township roads and ditches, township hall, township hall grounds, township equipment, township equipment building. Repair and do major improvement on township roads under the supervision of the Maintenance Supervisor or township board. Keep maintenance and mileage log records on all township equipment.

On Call – Temporary Seasonal Work: This job requires on call duty as the need arises. It is possible to work hours during the night time and more than 8 hr shift. Snowplowing will start during or after snow storms. Plowing will continue until all roads and intersections are safe and passible. Cleaning shop and equipment and brush clearing during regular day time hours.

SALARY & BENEFITS: There are no benefits for seasonal workers. Salary is based on hourly wage. There is over time after 40 consecutive worked hours, at the rate of 1 ½ times base.

GENERAL QUALIFICATIONS: Candidates for this position must possess the following:

1. A commercial driver's license with a Class B or A CDL w/air break endorsement.
2. Self motivated, possessing good judgment.
3. Good mechanical aptitude.
4. Ability and strength to perform the general maintenance on equipment and roads.
5. Good physical health.
6. Conscientious work habits with ability to organize work.
7. Ability to learn new practices and procedures.
8. Ability to deal with and communicate with citizens, in a positive manner, while carrying out routine job requirements.
9. Pre-employment back ground check, physical and drug test will be required.

EXPERIENCE: The individual filling this position should have hands on experience in the field of gravel truck driving and maintenance, snow plowing and general maintenance repair on equipment. Skills operating motor graders, loaders, dump trucks, tractors, mowers, chainsaws, packers and other construction and road maintenance equipment.

GENERAL & ROUTINE JOB DUTIES:

1. Snow Plowing
2. Road ditches are to be cut twice a year. The first cutting will be done by the last week of June and the second cutting will be done by the end of September.
 - a) First cutting will include cutting of all noxious weeds in road right-of-way.
 - b) Second cutting will be a full cut of the complete right of way.
3. Maintain culverts by removing vegetation, sand, silt and/ or replacing and extending when needed
4. Brush and tree removal will be done on a routine basis. All brush and trees less than 6" will be removed within the road right-of-way. Trees larger than 6" need to be removed with board supervision and action.
5. Keep ditches free of debris.
6. Maintain township buildings & grounds including mowing, weed control, watering and snow removal off walkways and entrances.
7. Perform road repairs and improvements under the direction of Township Board of Supervisors.
 - a) Pull up road in-slope in the spring where advisable.
 - b) Major road repairs and improvement done under board supervision.
 - c) Assist and advise in placement of new gravel on roads.
 - d) Inspect roads after a storm and flag road hazards when necessary.
 - e) Review roads weekly
8. Maintain road signage, replace or repair as needed.
9. Snow removal of township roads.
 - a) Keep all maintained township roads clear of snow at all times as weather conditions allow for safe operation of snowplow equipment.
 - b) Widen road and push snow back along the road right-of-way when necessary.
 - c) Salt and sand are to be applied 100 – 150ft back, at intersections and corners where forming of ice or slippery conditions are prevalent.
 - b) Assist local fire and rescue squad in emergency situations when necessary.
10. Respectfully respond to a complaint under direction of Township Board of Supervisors.
11. Gather Bids, Quotes, and Estimates from outside sources, for Township road projects, equipment and maintenance.
12. Other duties as assigned by the Township Board of Supervisors

SUPERVISION/ ACCOUNTABILITY:

1. Once a week contact the board chairman and discuss work completed and upcoming weeks work.
2. Present purchase order request for approval of expenditures over \$2500.
 - a) Purchase orders may be presented for approval to any of the township supervisors if need arises.
 - b) In emergency situations and situations where breakdowns or shortages occur on the job the roadman may sign for township expenditures without first receiving purchase order approval
3. Once a month a verbal report from the roadman will be presented at the regular township meeting.
4. Submit a monthly log sheet three days prior to monthly meeting to the clerk.
5. Notify a township supervisor of any damage to citizen's property or township equipment.
6. Notify the chairman or a supervisor at least 3 days before taking vacation or holiday days so a replacement can be found if necessary.
7. The Silver Creek Township Board of Supervisors is the final authority in matters of accountability and duties of position.
8. Adjustments can be made to the job description as deemed necessary and appropriate by the Silver Creek Township Board of Supervisors.

PERFORMANCE APPRAISAL:

The first evaluation will be done after three months of employment. The second evaluation will be 6 months after first employment. Thereafter, annual evaluations shall be done in the fall. Pay increases will be recommended after the annual evaluation and implemented upon approval after organizational meeting.