



SILVER CREEK TOWNSHIP

JOB DESCRIPTION

MAINTINANCE STAFF

POSITION SUMMARY: This is a public service position & as such, under the Supervision of the Board, maintenance staff shall repair and maintain the town roads and ditches (ROW), town buildings, town hall grounds, town equipment, playgrounds and other town assets, in an efficient and safe manner. Keep road maintenance records, traffic counts on all roads, have equipment mileage / engine hours log records on all town equipment and report such logs to the clerk monthly. All other jobs and duties as assigned.

FULL-TIME POSITION: An average forty hour work week is required over the course of a fifty-two week year. It may be necessary to work weekends and nights. The work week will consist of five, 8 hr. days. An unpaid, half hour break for lunch is required. Paid 15 min morning break, if working 6 consecutive hours & paid 15 min afternoon break, when working 8 consecutive hours. Work day is from 7:00 am - 3:30 pm summer season and 8:00 am – 4:30 pm winter season (follows daylight savings changes). Over time will be necessary from time to time and should be approved by Board Supervisor(s) or the towns Road boss.

GENERAL QUALIFICATIONS:

Candidates for this position must possess the following:

1. A commercial driver's license, Class A and DOT health card.
2. Self-motivated, possessing good judgment experience and Safe working habits.
3. Good mechanical aptitude, for general maintenance / repair of equipment, grounds and buildings.
4. Ability and strength to perform the general maintenance / repair on equipment, buildings and roads.
5. Good physical health, ability to bend, stand & sit for long periods of time. Ability to lift 75lbs or more, as necessary. Ability to climb, work at and sustain, heights of up to 15ft.
6. Conscientious work habits, with ability to organize and prioritize work tasks.
7. Ability to learn new practices and procedures. Willingness to attend related workshops.
8. Ability to deal with and effectively communicate with Town Board members, road boss and Town Residents, in a positive manner, while carrying out routine job tasks.
9. Pre-employment back ground check, passing of physical and drug test will be required.
10. Experience and recognition using safe work practices and maintaining a safe work place environment. Utilization of safety and reflective clothing/shoes.
11. Able to work in a tobacco free facility, equipment and vehicles.
12. Able to operate large machines like graders, loaders, tractors, dump trucks and misc. smaller machines and power tools.
13. Computer literacy skills for reports and general record keeping.
14. Must live within 20 minutes of the town hall and be available (on call) within 20 min.

EXPERIENCE: The individual filling this position should have previous experience in the field of road building, grades and grading, gravel road grading, gravel and sand types, asphalt road construction and maintenance, snow plowing, tree and brush cutting, chloride road stabilization / dust control and general maintenance repair asphalt / chip seal roads and on equipment. Skills and experience operating motor graders, loaders, dump trucks, tractors, mowers, chainsaws, packers, skidsteers, trailers and other construction / road maintenance equipment and power tools as required. Experience generating and gathering quotes and bids. Basic understanding of budgets and ability to work within them. Shall demonstrate organization, neatness and tidiness. Computer literacy skills required.

GENERAL & ROUTINE JOB DUTIES:

1. Working with Board supervisors or the road boss, plan and list daily and weekly job tasks. Complete a map of all maintenance tasks or work completed on twp roads / row, daily. Copy; give one copy to Clerk for filing in road file and one copy for your maintenance file.
2. Check all equipment for wear and tear. Check all fluid levels each day and fill with fuel at day end. Equipment and inside cabs shall be cleaned at end of day.
3. Grading of township roads shall be completed as needed or as directed by board/road boss.
4. Road ditches are to be cut a minimum of twice a year. The first cutting will be completed by the last week of June and final cutting will be completed by end of September – with the complete ROW cut. It may be necessary to make a 3rd cut before end of season.
 - a) First cutting will consists of 2 passes or 10ft and will include cutting of all noxious weeds and saplings/brush in ROW. It may be necessary to make a mid-summer cut. It should be completed like the first cutting.
 - b) Final cutting will be a full cut of the complete right of way, where possible, using side mower and boom mower. Finished before end of Oct.
5. Maintain culverts by removing vegetation, sand, silt, straightening bent ends and / or replacing and extending when necessary.
6. Brush and tree removal will be done on a routine basis. Contacting adjacent land owner before removal. 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. All branches overhanging roads and ROW will be removed.
7. Keep ditches /row free of weeds, debris, trash and rocks.
8. Maintain township buildings & grounds including mowing, weed control, watering and snow removal off walkways and entrances. Clean and wash shop floor, vehicles and equipment as needed or directed by Board.
9. Perform road repairs including but not limited to:
 - a) Pull up road shoulders in the spring where necessary, with disk and grader and grade and pack back in. Add gravel as needed or necessary.
 - b) Major road repairs and improvement like crack filling, asphalt and chip seal repairs and guard rail maintenance, are examples.
 - c) Schedule and lay out of new gravel on existing gravel roads with grader and packer.
 - d) Inspect roads after a storm and flag road hazards when necessary, fix and repair as quickly as possible.
 - e) Using belt shouldering machines, place gravel on asphalt shoulders as necessary.
 - f) Review roads on a weekly basis for repairs as needed.
 - g) Plan for and implement the application of chlorides for gravel stabilization / dust control

- h) Grading gravel roads and packing after rain and before road stabilization products applied.
- 10. Maintain and install road signage, dead end barricades, mail box supports/structures and street number signs. Remove, replace or repair as needed. Update Sign Software pkg.
- 11. Snow removal off township roads. (See snow and ice policy) using trucks, grader and loader.
 - a) Generally, Snow removal will start with 2 or more inches or as advised by board liaison. Pre-salt / sanding as weather forecasted, stay in contact with board liaison. If in doubt, follow when county trucks start snow plow operations. Truck stop in Hasty requires additional attention – (see snow and ice policy)
 - b) The next day after snow plowing, clean up roads and intersections. Push snow back, off of shoulders and into the ditch ROW and remove snow by guard rails.
 - c) After windy conditions, widen road and push snow back along the road right-of-way when necessary.
 - d) Salt and sand are to be applied at a minimum to intersections and corners where forming of ice or slippery conditions are prevalent. Hard surfaced roads and gravel roads as conditions require or directed by the road boss.
 - e.) Assist local police, fire and rescue in emergency situations when called upon.
- 12. Respectfully respond to a complaint(s). Inform Board of such.
- 13. Gather Bids, Quotes, and Estimates from outside sources, for Town road projects, equipment and maintenance as directed by the board.
- 14. Other duties, as assigned, by the Town Board Supervisors or the appointed road boss.

SUPERVISION/ ACCOUNTABILITY:

- 1. At least once a week (or more often) contact the board liaison (road boss) and discuss work completed and upcoming work tasks.
- 2. Present purchase order request for approval of expenditures over \$2500, to board liaison for board approval.
 - a) Purchase orders under \$2500, may be presented for approval, to any of the township supervisors, road boss or the clerk, if need arises. All receipts are to be turned in to the clerk's office same day.
- 3. Communicate with the road boss or liaison for the board, with a report from maintenance staff, will be presented at the regular town board meeting by the road boss, of work performed and work to be performed in the upcoming week(s).
- 4. Submit a monthly work/task log, prior to monthly meeting to the clerk to include in board members pre-meeting info pkg.
- 5. Notify a town supervisor or clerk, of any damage to citizen's property or township assets / equipment. Fill out appropriate supporting documents detailing the account.
- 6. Time off requests must be pre-approved 2 week before leave, by a Town Board Supervisor or road boss. Call a Supervisor or the road boss if sick and not able to work.
- 7. The Silver Creek Town Board of Supervisors is the final authority in matters of accountability and duties of this position.
- 8. Adjustments can be made to the job description as deemed necessary and appropriate by the Silver Creek Township Board of Supervisors at any time.

SALARY & BENEFITS: Salary and benefits are determined during the January Board of Supervisors, organizational meeting. Benefits duration will continue to the next January organizational meeting. Salary and benefits shall be reviewed starting in November, with final approval at the Organizational Meeting each year. (See Employee Handbook). Performance review will be given during Nov or Dec, before the Board Organizational Meeting. Expect performance feedback during the course of the year and at the annual review.

PERFORMANCE APPRAISAL:

The first evaluation will be completed after 3 months of employment. The second evaluation will be 6 months after start date employment. Thereafter, annual evaluations shall be complete in Nov or Dec. Performance feedback can and will be given throughout the year. Pay increases will be considered based on the annual evaluation. An employee must score at least a “Meets Expectations” before any pay increase are considered. This job description will be reviewed at each organizational meeting by the board.