

Jefferson Township, Fayette County Ohio

JOB DESCRIPTION

TITLE: Township Employee

REPORTS TO: Township Trustees

GENERAL SUMMARY:

This is a skilled maintenance position. The employee performs a variety of tasks related to the Township infrastructure and buildings involving the operation of Township vehicles, equipment and manual labor.

DUTIES AND RESPONSIBILITIES:

1. Requires current Ohio driver's license.
2. Operates machinery, including driving trucks; operating other equipment as required.
3. Maintains and repairs equipment and facilities, including washing and cleaning of equipment and clean-up of garage areas.
4. The ability to fully maintain Township Vehicles. This maintenance shall include keeping inspection requirements current, keeping the engine fully functional, washing and cleaning, and such other maintenance as may be required.
5. Maintains infrastructure.
6. Performs road maintenance including: paving and patching roads; crack sealing; snow and ice removal; mowing/brush clearing; removal of trees.
7. Installs and maintains inlets and pipes.
8. Installs road signs.
9. Maintains and repairs park/cemetery facilities.
10. Performs wintertime roadway maintenance (snow removal and ice control).
11. Assists in traffic control as needed.
12. Assists, as needed, in Township functions.
13. Performs light carpentry work as necessary.
14. Complies with and promotes all safety regulations, policies and procedures of the Township, County, State and Federal Governments.
15. Wears Township provided safety/visibility apparel while at working on roadways.
16. Utilizes all Township provided safety equipment as required, personal or otherwise.
17. Performs other tasks as assigned by Township Trustees.
18. Maintains cemeteries including: Mowing/trimming grass, Lot layout, repairing fallen headstones and grave digging.

Job Specifications:

Education/Employment: Any combination of the education and experience which indicates possession of the skills, knowledge and abilities listed below. An example of acceptable qualifications for this position is three to five years experience with construction maintenance and repair work.

License/Certification Requirements: Possession of valid Ohio Drivers License.

Knowledge: Knowledge of equipment operating procedures. Knowledge of general maintenance and repair practices for equipment. Knowledge of street maintenance and repair practices and procedures. Knowledge of safety practices and procedures for equipment and tools. Knowledge of department policy, procedures and work rules.

Skills: Operation of equipment under little or no supervision operation of manual, pneumatic and power tools.

Abilities: Ability to cooperate with co-workers as member of a team. Ability to work independently but remain flexible in accordance with demands of schedule and work team in order to achieve unit objectives. Ability to adhere to safety standards and recognize safety warnings and hazards. Ability to inspect equipment, diagnose nature of problem and take action or suggest course of action. Ability to demonstrate physical fitness, to include frequent weight lifting of up to 75 lbs. standing and walking for long periods of time, bending and reaching; pushing and pulling. Ability to demonstrate clear vision and sound hearing to avoid possible hazards, including moving vehicles and equipment. Ability to perform manual tasks or operate equipment for extended periods of time in possible adverse weather conditions. Ability to demonstrate polite and courteous manner toward the general public.

Physical demands: The employee should have knowledge of construction practices, be able to drive all Township trucks and operate all Township equipment in a safe and productive manner. Township equipment includes heavy and light equipment, front end loader, roller, grader, backhoe, mower, chipper, etc. Must have the ability to perform a variety of duties requiring strenuous physical effort and occasional exposure to inclement working conditions. Required knowledge includes using a variety of hand and power tools including, but not limited to: mowers, saws, trimmers, etc.

1. Employee must have the ability to perform manual labor and use shovels, picks and similar equipment.
2. Employee must have the ability to understand and follow oral and written instructions
3. Employee must have the ability to work in excess of 8 hours per day, the ability to respond to callout at any hour of any day or night.

The employee must be able to see, hear, walk, stand, squat, shovel, rake, move 75 pounds from one location to another, climb stairs and ladders, climb in and out of ditches, manholes, inlets, etc. The employee works outside daily and is exposed to dirt, dust, noise, grease, oil, diesel fuel, gasoline, sewage, fumes, water, cold, heat, snow and rain. The employee must be able to reason, solve problems and provide oral and written communication with Township personnel, residents, contractors or vendors and to perform without direct supervision. The employee must have sufficient physical strength and freedom from disabling defects to lift heavy objects and work under adverse weather conditions. The employee is accountable for all assigned materials, tools and equipment. The employee is responsible for the implementation of safety regulations.

Working Conditions:

Work is frequently performed around hazardous machinery and can involve some threat to personal safety if safety standards are not observed. Work is occasionally performed in inclement weather. Work involves responding to emergencies on a twenty-four hour basis, especially during periods of snow.

Job Context:**Direction and Instruction:**

Report to Township Trustees status of equipment and other matters pertaining to activities of the road crew that need attention. Must have the ability to work without constant supervision.

Diversity:

There is a moderate degree of diversity. The scope of work may change daily.

Time Specifications:

Full-time, hourly position Monday through Friday. Overtime, as needed, is a requirement of this job and will be paid in accordance with the Township Policy and Procedure Manual.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the job.

Minimum Acceptable Training and Experience:

1. High school graduate or equivalent.
2. Current and valid Ohio motor vehicle driver's license.
3. Construction industry experience of at least one year or more.

Required Knowledge, Skills, and Abilities:

1. Knowledge of construction and roadway maintenance methods and safety requirements.
2. Knowledge and skilled in the proper and safe use and operation of highway maintenance vehicles, tools, and equipment.
3. Ability to communicate and listen effectively and to read and understand basic manuals and written instructions.

Physical Requirements:

1. Excellent hand and eye coordination, color distinction, and depth perception.
2. Ability to lift up to 75 pounds and to perform rigorous manual labor with agility to climb in and out of vehicles, rake, shovel, sweep, etc.
3. Ability to work in extreme weather conditions, and endure lengthy periods operating vehicles.
4. Ability to successfully pass pre-employment and random drug and alcohol testing.
5. Maintain physical condition to comply with State and Federal requirements to be licensed and safely operate Township vehicles