



Maintenance Technician

OPENING DATE: 04/02/2021

SALARY: \$42,000 - \$45,000

CLOSING DATE: 04/16/2021

The Truro Township Board of Trustees is accepting applications for the full-time position of **Maintenance Technician**. This position performs a variety of maintenance, repair, snow and ice removal, cemetery grounds maintenance, and vehicle operation activities for the Township's roads and cemetery department. See attached job description for more information.

This position is eligible for a full range of Township benefits including medical, prescription, dental and vision insurance; life insurance and other voluntary supplemental programs; paid time off, and Ohio Public Employee Retirement System.

Submit cover letter, resume and employment application to: Truro Township Administrator, 6900 E. Main Street, Reynoldsburg, OH 43068 by Friday, April 16, 2021 at 4:00 p.m. Resumes are subject to public disclosure in accordance with the Ohio Revised Code.

Truro Township is an Equal Opportunity Employer



Truro Township

6900 E. Main Street
Reynoldsburg, OH 43068
(614) 866-1317

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever applied or been employed by Truro Township? YES NO If yes, when? _____

Are you currently employed? YES NO

May we contact your present employer? YES NO

Have you been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other Job-Related Experience

Summarize any special job-related skills and qualifications acquired from employment or other experience.

Specialized Skills

Check skills/equipment operated.

PC Fax

Microsoft Office Telephone Systems

Other (list):

Additional Information

State any additional information you feel may be helpful to us in evaluating your application.

References

Please list three references.

Full Name: _____ Phone: _____

Address: _____

Full Name: _____ Phone: _____

Address: _____

Full Name: _____ Phone: _____

Address: _____

We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, veteran status, or any other legally protected status.

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with Truro Township is of an "at will" nature, which means that the Employee may resign at any time and Truro Township may terminate employment of the Employee at any time for any reason. Only the Board of Trustees has the authority to change an employment relationship.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in termination of my employment. In consideration of my employment, I agree to conform to the rules, regulations, and policies of Truro Township.

Signature: _____ Date: _____

TRURO TOWNSHIP, OHIO
Job Description

Position Title: Maintenance Technician

Department: Roads/Cemetery
Reports to: Township Board of Trustees/Township Administrator
Classification: Full-time/Non-Exempt
Salary: NA

OVERVIEW:

The Maintenance Technician will be responsible for performing routine maintenance activities within the Roads and Cemetery Department. This position will be responsible for adhering to maintenance and safety standards that strengthen the community image and sense of place in all Township areas and Cemetery. Work requires a high degree of independent judgment and autonomy in performing craftsman-type labor, involving a high degree of skill, as required for maintenance and construction activities of Truro Township. Operates heavy machinery/equipment and performs manual labor involving varying degrees of skills. Ability to adapt and respond to emergencies and ever changing priorities is critical.

ESSENTIAL DUTIES:

The Maintenance Technician must be able to perform satisfactorily and professionally the essential duties and responsibilities of the position, which include, but are not limited to, the following:

- Maintains all township roads in a safe and passable condition, including repair, maintenance, street sweeping, and snow/ice removal.
- Schedules activities, ascertains the amount of material and equipment required and maintains standards of performance for various maintenance and construction activities.
- Performs on a consistent basis, skilled work in one or more areas.
- Operates a variety of motorized vehicles and equipment including trucks, Bobcat Skidster and mowers.
- Inspects, schedules cleaning and repairs of gutters, culverts, storm sewers, and other drainage structures.
- Operates a truck equipped with plow and salt spreader for snow and ice control.
- Installs, maintains, and replaces road signs, as needed.
- Cuts, trims and removes grass, trees, shrubs and weeds.

- Maintains aspects of the Township cemetery including maintenance, burials, mausoleum, and grave markers.
- Performs preventive maintenance and repairs to department vehicles and equipment as necessary.
- Collaborates with Township department heads.
- Perform all other duties as assigned by Board of Trustees and Township Administrator.

Administration

- Generates and maintains a high level of morale.
- Assists in the development of and compliance with safety policies and procedures.
- Keeps maintenance records, work time records, usage reports for vehicles and materials and other required reports and records.
- Assists Township Administrator with preparation of departmental operating budget.
- Provides input in the preparation of bid specifications for new equipment and vehicles and proposals for services.
- Provides reports, information and recommendations as required.
- Accesses, inputs and retrieves data from computer.
- Subject to call-in emergencies, may work irregular shifts during emergencies, and to be on standby to respond to emergency maintenance activities.

Communication and Community Relations

- Establishes and maintains effective relationships by meeting and communicating with the public, elected and appointed officials, Township employees, governmental units, and non-governmental organizations.
- Attends meetings with the Board of Trustees, other Township and government authorities and committees, and other entities as required. Occasional attendance at evening meetings may be required.
- Keeps the Board of Trustees and Township Administrator informed and responds to public inquiries concerning maintenance and cemetery affairs.
- Responds to appropriate complaints and suggestions received by the Township and works to assure that proper response is made and that the Trustees and Township Administrator are appropriately informed of such matters.

Core Competencies (minimum qualifications needed to perform essential functions)

- Ability to carry out tasks without supervision.
- Ability to communicate effectively orally and in writing.
- Ability to present information effectively and respond to questions from officials, colleagues, vendors, and the general public.

- Ability to establish and maintain effective working relationships with Township department heads and staff as well as with external organizations and customers, such as government entities.
- Knowledge of grounds maintenance practices.
- Thorough knowledge of and a high degree of skill in using the tools and equipment required for maintenance and construction.
- Thorough knowledge of occupational hazards and reasonable safety precautions.
- Computer literacy.

Physical Requirements (include, but are not limited to)

- Ability to stand, walk or sit for extended periods of time.
- Ability to speak clearly.
- Ability to frequently communicate with co-workers, staff from other entities, and the general public to exchange accurate information in these situations.
- Ability to operate tools, machinery equipment and implements frequently (i.e., Bobcat Skidster, mowers, and snow plows).
- Manual dexterity (i.e., use of fingers, hands and arms, legs).
- Ability to lift, move, and/or carry up to 50 lbs as required in the capacity of the job.
- Ability to drive automotive equipment to other locations within and outside of the Township.
- Ability to withstand exposure to weather occasionally.
- Ability to operate office machines (i.e., telephone, computer, copier, printer, fax, etc.)

Education, Experience and Licensing/Certification

- High School Diploma, G.E.D. or equivalent certification.
- At least two (2) years of experience in road, street, grounds maintenance, and cemetery operations. Experience in public sector setting is desirable but not necessary.
- Combination of education and/or experience equivalent to public sector background at Board of Trustees discretion.
- Working knowledge of county, state and federal government occupational hazards and safety rules and regulations.
- Valid Ohio Driver's License.