

POSITION DESCRIPTION

Position Classification:

Supervisor: Roads, Buildings, Park, Cemetery, Grounds.

Reports To:

Board of Trustees

Primary Function:

To repair/rebuild roads, maintain all township buildings. Mowing of park, roadside, Cemetery, town hall. Snow plowing and salting of all roads and parking areas of the township. Performs all duties of the Cemetery Sexton. All other duties as requested by the Trustees.

General Nature of Work:

Responsible administrative and supervisory work as well as skilled work in the Road Department. The Supervisor is responsible for the total operation of the Road Department including the maintaining of streets, roads, buildings, and vehicles. Also mowers, tractors, and road repair equipment under the overall supervision of the Township Trustees.

Equipment and Job Location:

The job site includes a variety of areas throughout Edinburg Township. Equipment used includes but is not limited to; dump trucks, road mower, backhoe, chemical sprayer, cemetery mowers, snow plow, tractors, grader, and all hand tools.

Cemetery Sexton:

Shall assist purchasers with the selection of cemetery lots. Shall maintain the lot and grave records, record sale and collect monies for the sale. Shall coordinate installation of stones and markers.

Essential Functions-Examples of Duties:

1. Plans, schedules, organizes, and directs the operation of the Road Department.
2. Maintains records of the Road Department, including the logging of completed tasks.
3. Maintains inventory of all supplies needed for department work.
4. Performs road maintenance such as repairing potholes, crack sealing, chip and seal, and paving.
5. Maintains the township cemetery, including mowing, digging of graves and handling of burials.
6. Responsible for mowing, treeing trimming, and weed control along township roads.
7. Performs preventative and routine maintenance on all Road Department vehicles and equipment including oil changes, tune-ups, and all safety needs.
8. Performs physical labor including hauling, cutting, cleaning, shoveling, and painting.
9. Performs seasonal work such as snow removal.
10. Responds to emergency calls concerning ice and snow removal, storm damage, and road damage.

Additional Example of Work Performed:

1. Responds to complaints from residents.
2. Performs related duties as directed.
3. Perform safety check list of department vehicles each time before they leave the garage.
4. Perform safety check list on all Park Playground Equipment weekly.

Desirable Knowledge, Skills, and Abilities:

1. Ability to maintain and adhere to daily and monthly maintenance schedules, while taking into consideration weather and road conditions.
2. Ability to do welding, gas or electric, metal fabrication as necessary.
3. Through knowledge of township geography. Considerable knowledge of the occupational hazards and corresponding safety practices necessary for the safe performance of work duties.
4. Ability to establish and maintain an effective working relationship with township officials, fellow employees, other township employees and the general public.
5. General knowledge of the operation, care, and maintenance of tools and equipment utilized in the performance of assigned duties.
6. Ability to perform heavy manual labor for extended periods of time.
7. Ability to understand and follow oral and/or written instructions.
8. Ability to work under the limited supervision of the Township Trustees.
9. Understand and control budget expenditures for Road, Cemetery, and Park budgets.

Qualifications:

1. Graduation from high school or equivalent supplemented by five years' experience in general road maintenance; or any combination of training and experience which provides the desired knowledge, skills and abilities to perform the requirements of the position.
2. Possession of State of Ohio Commercial Driver's License with Hazardous endorsement.
3. Possession of State of Ohio Pesticide License Commercial Applicator.
4. Ability to perform minor electrical functions.
5. Ability to perform carpentry, plumbing, and finishing work.
6. Ability to be called out on other than normal working hours, and work various shifts as necessary.
7. Ability to attend various training sessions and workshops as necessary to maintain proper licenses and accreditation.
8. Must be in good physical condition, i.e. ability to pass all required physical exams, drug testing, and background checks required by the State of Ohio and the Township Trustees.
9. Ability to operate office equipment, i.e. copier, fax, and computer.

Trustee Meeting:

Required to attend two Trustees meeting each month and/or any special meeting needed.

Present written and verbal report of activities for the work period.

Advise Trustees of any problems or safety issues within the township.

Make request for materials or supplies above normal operating items.

Assist in budget discussions of the Road Department budgets.

Report any and all resident complaints.

Hiring / Employment Practices

Competitive wage and benefit package.

Hired on 90 day probation period

Must pass background check and pre-employment physical

Must pass initial and random drug testing

Must be bondable