

Danbury Township – Full-Time Maintenance Worker Job Description

General Purpose

Performs a variety of semi-skilled and unskilled labor tasks and operates a variety of vehicles and power and hand tools in repairing and maintaining Township roads and properties. Performs other related duties for the township as deemed necessary by the Road Superintendent, Trustees and/or delegated by the Township Trustees through the Fiscal Officer.

Supervision Received

This position will be under the supervision of the Road Superintendent.

Supervision Exercised

May provide functional supervision, if needed, over subordinate maintenance workers.

Essential Duties and Responsibilities

1. Performs cleaning and repairing of township road surfaces which involves the operating of a variety of motorized heavy equipment (hauls gravel, spreads salt, removes snow, sweeps roads, mows rights-of-ways, rake, level, roll and tap asphalt, concrete, hot and cold mix), also operates a variety of hand/power tools to dig holes, ditches and trenches, backfills excavations.
2. Installs, repairs or replaces and maintains culverts, stream channels, catch basins, and tile.
3. Erects and repairs guardrails, right of way, and snow fences.
4. Repairs, replaces and maintains traffic signs and other traffic control devices.
5. Maintains township owned property including mowing, trimming, edging and cutting of brush and other vegetation, removing of trash and cleaning the township offices and garage.
6. Performs snow and ice control duties, including driving a truck with snowplow and operating the salt spreading attachment.
7. Performs minor repairs on truck and equipment including fueling, cleaning, greasing, changing spark plugs, changing oil, checking tires, etc.
8. Operates vehicles in the transportation and delivery of supplies, equipment, materials and manpower to and from storage or work sites and conducts physical inventories of supplies and materials.
9. Performs other duties not contained herein that are deemed necessary and appropriate by the Township Trustees and/or as delegated by them through the Fiscal Officer.

Education and Experience

High school diploma or equivalent and training and/or experience which evidences advanced knowledge of one or more of the common trades which make up the position.

Necessary Knowledge, Skills, Abilities & Key Competencies

1. Any combination of training and work experience which indicates possession of the knowledge, skills and abilities listed.
2. Ability to lift at least 80 pounds and to perform heavy, manual labor tasks for extended periods of time under possible adverse weather conditions.
3. Ability to demonstrate the appropriate skills of manual and physical dexterity for this position.
4. Knowledge of the following is required: operation of dump truck, front end loader, mower, tractor, automobile, snowplow, power tools and other equipment such as air compressors, electric drills, water pumps, chain saws, snow blowers, brush cutters and/or items used in highway maintenance work as required by this position and job description; road and grounds maintenance and repair methods and techniques, safety practices and procedures and department policies and procedures (after employment).
5. Must hold a Class B Commercial Driver's License.
6. The position incumbent must be able to maintain effective working relationships with co-workers.
7. Must possess skills in basic mechanics, carpentry, painting and pipe fitting.
8. Must possess a valid driver's license and have access to a properly insured vehicle.

Essential Functions of the Position

1. Operates a variety of motorized equipment (i.e. dump truck, tractor, hammers, drills, mowers, etc.).
2. Performs heavy manual labor for extended periods of time (i.e. shovels materials, lifts brush and wood, etc.) under possible adverse weather conditions.
3. Drives trucks and other vehicles.
4. Performs routine maintenance and repair equipment.
5. Follows oral and/or basic written instructions.
6. Communicates with co-workers in order to complete assignments.
7. Understands and observes safety practices and procedures.
8. Demonstrates regular and predictable attendance.

Unusual Working Conditions

Works outside exposed to climate and/or extreme weather and near ongoing traffic flow. May work rotating shifts or may be on call 24 hours a day, seven days per week as needed. This position description in no manner states or implies that these are the only duties and responsibilities which may be performed by the position incumbent. The incumbent will be required to follow the instructions and perform duties required by the position's supervisor, appointing authority or designee.

Additional Requirements

1. Ability to pass a pre-employment physical and drug screen.
2. Position is subject to random drug and alcohol testing mandated by ODOT.
3. Availability for on-call work as needed during winter and other inclement weather.

General

1. This is a full-time position with a projected work week of 40 hours.
2. The job is hourly. Compensation is competitive.
3. Benefits include participation in the Public Employees Retirement System (PERS), health insurance, paid sick days, holidays and vacation. Social Security is NOT withheld due to mandatory PERS withholding.
4. Employee is expected to work 7:00 a.m. to 3:00 p.m. Monday through Friday. Working hours may vary depending on weather and/or projects.
5. Township residency is not a requirement.

HOW TO APPLY

Email your resume or summary of qualifications and the completed township employment application (found under this position title under "Employment Opportunities" on our website www.danburytownship.com) to Dianne Rozak: dianne@danburytownship.com or send it via U.S. mail to: Danbury Township Board of Trustees, Attn: Dianne Rozak, 5972 Port Clinton Eastern Rd., Marblehead, OH 43440. You may also drop off your information in the black drop-box located at the front entrance of township hall.

Questions?

Contact Trustee Dianne Rozak by phone or email: (419) 340-9359 dianne@danburytownship.com