



Job Description Batavia Township An Equal Opportunity Employer

Title: Service Department Director
Reports To: Township Administrator
Employment Status: Full-Time
FLSA Status: Exempt
Competitive Pay Range Dependent on Experience (competitive benefits included)

Under the Township Trustees' guidance and the Township Administrator's day-to-day supervision, this position is primarily dedicated to the oversight and maintenance of the Township's roads, property, and equipment.

Requirements

1. An Ohio Commercial Class A Driver's License.
Or the ability to obtain an Ohio Commercial Class A Driver's License within six months.
2. ODNR Pesticide Application License or the ability to obtain within one year.
3. Initial employment dependent on passed DOT Drug Screen and Physical.
4. High School Diploma or equivalent. Advanced training in variance maintenance fields is a plus.
5. 5-8 or more years experience as a public sector maintenance worker or equivalent work experience required.
6. Supervisory experience is preferred.
7. A commitment to detail, thoroughness, and the delivery of extraordinary services.
8. Ability to work weekends and holidays when necessary. Ability to be on-call for emergencies.
9. Knowledge of personnel and leadership practices; the ability to pleasantly interact with the public and fellow employees.
10. Ability to maintain work records and reports (computer skills).
11. Ability to make informed decisions during emergencies.
12. Ability to effectively plan and adapt to change.
13. Skilled in light to heavy equipment and hand tool operations.

Responsibilities

1. Promote an atmosphere of compliance with Batavia Township Regulations, safety, and best working practices.
2. Direct all activities necessary to provide for the maintenance, upkeep, and enhancement of Township roadways, parks, public buildings, and public grounds within the Township.
3. Develop policies, rules, and procedures for the effective operation of the department, including establishing goals, objectives, and priorities.
4. Coordinate department activities with other Township departments and outside agencies.
5. Provide supervision and administrative direction to the staff. Assign work details. Assure projects are completed effectively and efficiently.
6. Ensure the preparation, administration, and monitoring of the department budget.
7. Have knowledge of skilled tasks associated with the maintenance of roads, buildings, parks, ditch/ culvert maintenance, and other skills such as basic HVAC or electrical repairs, carpentry, and landscape maintenance.
8. Inspect road cuts for compliance with permits.
9. Maintain and manage the Township's cemetery operations.
10. Order and install road signs. Perform routine sign inspections.
11. Attend continuing education training seminars (i.e., ODOT's LTAP) on roadways, buildings, parks, cemeteries, and public grounds maintenance techniques. Familiarize with and implement maintenance "best practices."
12. Other responsibilities as directed.

General Workplace Matters:

- This is not a civil service position and employment is "at-will".
- Benefits include a healthy and satisfying work environment, competitive health care benefits, a competitive pay range, and OPERS.
- While performing the job duties, the employee is frequently required to stand and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls, lift and reach with hands and arms.
- May encounter adverse weather conditions and potentially agitated, passionate, or emotionally distraught persons.
- Must occasionally lift and move boxes, equipment, or other items weighing up to seventy-five or more pounds and handle materials and supplies. Specific vision abilities required by this job include close vision and the ability to focus (for example, while potentially plowing snow).
- A drug-free workplace.

(next page, please)

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How To Apply:

This document and the Batavia Township employment application can be found on the main page of BataviaTownship.org. Please drop off or mail this signed document, your resume, a cover letter, and the employment application to The Batavia Township Community Center 1535 Clough Pk, Batavia, Ohio 45103; Attn: Jeff Uckotter, Township Administrator. The omission of requested application documents will result in the disqualification of the application.

A Little Bit About Batavia Township:

Located in central Clermont County, with 27,660 residents as of the 2020 Census, Batavia Township is Clermont County’s third-largest Township. The Township was the fastest growing Township in Clermont County between 2010 and 2020 and this trend is continuing as of the writing of this job description.

At approximately 42 square miles in size, the Township maintains 77.681 miles of road (as of 01/2022). Clermont County maintains 17 County Roads in Batavia Township; ODOT maintains five State Routes. The Township maintains the Batavia Township Community Park which is the premier park in Clermont County. The Service Department maintains up-to-date and modern equipment and currently, six employees work for the Service Department – this includes the Service Director.

The Township manages two active cemeteries - Olive Branch Cemetery and Lucy Run Cemetery. In conjunction with the Village of Batavia, the Township also maintains Batavia Union Cemetery. Inactive cemeteries include Greenbriar Cemetery and Christian Cemetery.

Disclaimer and Employee Acknowledgment

The information provided in this job description is intended to indicate the general nature and level of work performed by an incumbent within this position. It is not to be interpreted as a comprehensive inventory of all functions, responsibilities, duties, qualifications, working conditions, and physical demands required of employees assigned to this position. Management has the sole discretion to add, modify and/or designate functions, responsibilities, duties, qualifications, working conditions, and physical demands of the position at any time. This job description does not constitute an employment agreement between the employer and the incumbent. By signing below, I acknowledge that I have read and understand this Job Description and the provisions of this Disclaimer. The omission of requested application documents will result in the disqualification of the application.

Signature

Printed Name

Date

