Job Description
Batavia Township
An Equal Opportunity Employer

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

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

Requirements

1. At least an Ohio Commercial Class B Driver's License.   (Class A preferred).
2. Initial employment dependent on passed DOT Drug Screen and Physical.
3. High School Diploma or equivalent.
4. Experience in areas related to road or facility maintenance/repair or equivalent training is preferred.
5. A willingness to work flexible hours as required.
6. A commitment to detail, thoroughness, and the delivery of extraordinary services.
7. The ability to operate light to medium duty equipment in the road, right-of-way, or park setting.

Responsibilities

1. A representative of the Township following all policies and procedures of Batavia Township.
2. Assists in required snow-clearing operations in the winter months.
3. Performs general duties such as shoveling, digging, spreading blacktop, mowing grass, trimming hedges, traffic control, etc.
4. Demonstrates flexibility and a cooperative attitude; works with the public and fellow employees in a cordial manner.
5. Assists in cemetery operations.
6. Completes other related duties as required.

Other Skills That Would Be of Benefit

- Snowplow Experience
- Blacktop Experience
- Concrete Experience
- Ditching Experience
- Grounds/ Landscape Maintenance
- Cemetery Operation

Benefits:

- Healthy Work Environment
- Competitive Health Care Benefits
- Competitive Pay Range
- Ohio Deferred Comp Program
- Ohio Public Employees Retirement System

General Workplace Matters:

- A drug-free workplace. This is not a civil service position and employment is "at-will".
- 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, and reach with hands and arms.
- May encounter adverse weather conditions and potentially agitated 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.

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, 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

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