



## **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 all areas related to road or facility maintenance/repair or equivalent training is preferred.
5. A willingness to work flexible hours as required.
6. Leadership qualities.
7. A commitment to detail, thoroughness, and the delivery of extraordinary services.
8. The ability to operate light to medium duty equipment in the road, right-of-way, or park setting.
9. In a professional manner, the ability to pleasantly interact with the public and fellow employees.

### **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. Maintains complete and accurate records of all maintenance-related activities.
7. Completes other related duties as required.

### **Other Skills That Would Be of Benefit**

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

### **Benefits:**

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

### **General Workplace Matters:**

- This is not a civil service position and employment is "at-will".
- While performing the job duties, the employee is frequently required to stand, use hands, or operate objects, tools, or controls.
- 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 (for example, while plowing snow).
- A drug-free workplace.

### **How To Apply:**

This document and the Batavia Township employment application can be found on the main page of [BataviaTownship.org](http://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.

(next page, please)



**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 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.*

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Signature

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Printed Name

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Date

