

# **Job Description**

## **Batavia Township**

### **An Equal Opportunity Employer**

**Title: Township Maintenance Worker I**

**Reports To: Maintenance Supervisor**

**Employment Status: Full-Time**

**FLSA Status: Non-Exempt**

#### **General Description**

Under the direction of The Board of Trustees and under the supervision of the Maintenance Supervisor, and consistent with the Ohio Revised Code, performs maintenance and repair functions on Township roads, properties and equipment.

#### **Qualifications**

1. Valid Ohio Drivers License and a Ohio Commercial Drivers License with the appropriate class and endorsement.
2. High School Diploma or equivalent.
3. One (1) to three (3) years experience in all areas related to road maintenance/repair or equivalent training.
4. Ability to communicate effectively, both verbally and in writing.
5. Willingness to work flexible hours as required.
6. Ability to deal effectively with the public and fellow employees.

#### **Responsibilities**

1. Operates light to medium duty equipment in maintaining Township roadways and properties.
2. Maintains professional image within organization and to the public.
3. Works with the public and fellow employees on the basis of mutual respect.
4. Performs skilled and manual labor in maintaining roadways, ditches, and removing snow.
5. Performs general duties such as shoveling, spreading blacktop, mowing grass, etc.
6. Under the direction of the maintenance supervisor, maintains equipment and vehicles in a safe and proper manner.
7. Assists in cemetery operations.
8. Performs traffic control in a safe manner.

9. Follows all safety policies and procedures of Batavia Township.
10. Under the direction of the Maintenance Supervisor attends workshops and seminars.
11. Represents the Township to officials, residents and agencies in a professional manner.
12. Maintains complete and accurate records of all maintenance related activity.
13. Demonstrates flexibility and a cooperative attitude.
14. Follows policies and procedures of the Township.
15. Completes other tasks related to the position.

**Inherently hazardous or physically demanding working conditions:**

The employee must negotiate, use, or work in the vicinity of:

1. Medical and First Aid
2. Handling of material and supplies. (Includes mechanical handling equipment, the manner in which things are stored, and housekeeping.)
3. Hazardous chemicals.

**General Duty: Safe and healthful workplace:**

1. Has contact with potentially violent or emotionally distraught persons.
2. Has exposure to potentially vicious animals.
3. Has exposure to hot, cold, wet, humid, or windy weather conditions.
4. Has exposure to hazardous driving conditions.
5. Has exposure to second-hand smoke.