

CANFIELD TOWNSHIP
An Equal Opportunity Employer
POSITION DESCRIPTION

Position Title:	Public Works Maintenance Worker	Name of Incumbent:	
Office/Division:	Road	Employment Status:	Part-Time
Reports To:	Public Works Maintenance Foreman	FLSA Status:	Non-Exempt

QUALIFICATIONS (An Example of Acceptable Qualifications):

High School Diploma or GED, plus two (2) years experience in road construction, maintenance, and repair; or an equivalent combination of education and experience.

LICENSURE OR CERTIFICATION REQUIREMENTS

Must possess a State of Ohio Class B Commercial Driver's License (with air brakes), plus must be able to qualify for and remain insurable under the Township's vehicle insurance policy.

MINIMUM ACCEPTABLE CHARACTERISTICS (*Indicates Developed After Employment)

Knowledge of: Township goals and objectives;* Township policies and procedures;* safety practices and procedures; road construction, maintenance, and repair; snow and ice removal; grounds maintenance and repair; catch basin installation, maintenance, and repair; traffic laws and regulations.

Skill in: motor vehicle operation; use of bench and/or hand tools; snowplow operation.

Ability to: carry out instructions in written, oral, or picture form; recognize unusual or threatening conditions and take appropriate action; add, subtract, multiply, and divide whole numbers; communicate effectively; recognize safety warnings; cooperate with co-workers on group projects; exert 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to lift, carry, push, pull, or otherwise move objects; travel to and gain access to work sites.

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ESSENTIAL FUNCTIONS OF THE POSITION (For purposes of 42 USC 12101)

1. Plows and salts roads and various Township grounds (i.e., Township Hall, fire station, garage, etc.); ensures snow plows are safe for operation; assists in maintaining snow plow markers; cleans salt spills and repairs/replaces damaged mailboxes; paves and grinds Township roads; ensures roads are maintained properly (i.e., patches potholes, etc.).
2. Mows various Township grounds (i.e., Township Hall, fire station, new lots, berms, etc.); performs general maintenance and upkeep of Township property (i.e., replaces street signs, stocks restrooms, cleans garage, etc.); maintains cemetery (i.e., trims trees, sells lots, digs graves); installs and removes Christmas decorations; assists with Christmas tree recycling program.
3. Cleans and repairs catch basins; sweeps street debris; removes illegally dumped items and roadkill from roadways; repairs and installs ditches throughout the Township; runs sewer jet through plugged pipes; helps residents with various drainage issues; installs rip rap to prevent erosion.
4. Utilizes heavy machinery to haul various materials (i.e., scrap steel, dirt to fill low areas and the cemetery, etc.); cuts up and hauls away fallen trees; uses wood chipper to clear brush and limbs.
5. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
6. Demonstrates regular and predictable attendance.
7. Maintains required licensure and certification.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other related duties as assigned.

Date Adopted: _____
Date Revised: _____

Developed by:
Clemans Nelson & Associates, Inc.

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EQUIPMENT OPERATED (The Following Are Examples Only and Are Not Intended To Be All Inclusive)

Snow plow, back hoe, chain saw, wood chipper, post pounder, sewer jet and lawn mower.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee: operates heavy machinery; power and hand tools; works near gas, electric, and water lines; has exposure to adverse weather conditions; has exposure to hazardous driving conditions.

POSITIONS SUPERVISED: None

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (*employee*) signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

Date Adopted: _____
Date Revised: _____

Developed by:
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