

4.21 Seasonal Maintenance Worker

ADOPTED: February 25, 2016

POSITION SUMMARY: The responsibilities of this position consist of performing all aspects of maintenance, repair, and rehabilitation in right-of-way and/or easements including work performed on, but not limited to, roadway, curbing, gutters, ditches, culverts, drainage facilities, signage and vegetation.

POSITION FACTS:

Type:	Seasonal, Variable Hour
Classification:	Hourly/Non-Exempt
Weekend Work Required:	No
Shift Work Required:	No
Overtime:	No
Covered by Collective Bargaining Agreement:	No

RELATIONSHIPS AND CONTACTS: This position requires the ability to establish and maintain cordial and effective working relationships with other employees, township officials, and the general public. Duties of the position are performed under the general direction of the Public Works Foreman.

LOCATION OF THE JOB/PHYSICAL REQUIREMENTS: Work sites include all township buildings, right-of-way and easements under the control of the Board of Trustees, but most often the Public Works Department building. This position requires a high degree of physical activity. Employee must be able to move/lift heavy objects (up to 100 lbs.) and to be able to perform the duties of the position in adverse/extreme weather conditions. Must be able to walk on foot over rough terrain at varying degrees of slope. This employee will be working outside, with the majority of the work being performed from May thru October.

ESSENTIAL DUTIES/RESPONSIBILITIES:

1. Assist in maintenance of township property, roadway, curbing, gutters, ditches, culverts, drainage facilities, signage and vegetation by performing duties including: asphalt and concrete - full and partial depth pavement and curb repairs; ditching; street sweeping; catch basin maintenance; storm sewer system and pipe repairs; tree trimming; right-of-way grass cutting; street sign and pavement marking maintenance; and any other general labor duty.
2. Responsible for developing a working knowledge of principles, practices and techniques of public works related activities.
3. Responsible for cleaning and normal upkeep of buildings and vehicles and equipment used; including routine greasing of equipment.
4. Performs basic painting work.
5. Takes initiative to report problems to supervisors.

ADDITIONAL DUTIES/RESPONSIBILITIES:

1. Performs various manual labor tasks as instructed.
2. Operates equipment including, but not limited to: trucks, mowers, tractors and power tools.
3. Attends and successfully completes assigned training.
4. Performs other related duties as directed by supervisors.

MINIMUM QUALIFICATIONS: Position requires a minimum of a high school diploma or its equivalent. Knowledge of and/or experience in roadway and drainage maintenance are preferred. Employee

must have the ability to communicate with others succinctly and effectively and be able to report for duty dependably and punctually. The employee must have a valid Ohio Driver's License and be insurable through Delhi Township's insurance carrier.

STATEMENT OF UNDERSTANDING: I have reviewed this job description with my immediate supervisor and I fully understand its' content and the expectations of the position.

Signature of Employee

Signature of Supervisor

Date

Date