



Sugarcreek Township
Roads & Services Department
Service Worker I

Position Description

Position Class Status:	Non-exempt
Time of Work:	Full-time – Entry level
Supervisor:	Roads and Services Supervisor
Rate of Pay:	\$13.66

Summary/Objective: The fundamental reason this classification exists is to undertake a range of tasks related to road maintenance activities and to participate in the maintenance of the Township buildings and facilities including minor repair tasks.

Essential Functions:

- Performs a variety of skills, including but not limited to, carpentry, mechanical and masonry tasks;
- Operates heavy equipment necessary for departmental operations;
- Measures and estimates quantity of materials needed for routine jobs;
- Assists in maintaining a well organized, functional and clean shop. Performs regular housekeeping to ensure a safe working environment;
- Maintains a commitment to a high standard of safety, comply with all safety rules/policies and report actual and potential safety violations to the Senior Supervisor or Director of Roads and Services;
- Assists in maintaining buildings, grounds and equipment to include, but not limited to, sweeping, picking up, washing, waxing and painting;
- Conducts all operations in a respectful and responsible way, ensuring that all decisions and actions comply with Township policies and procedures;
- Works effectively with coworkers and others; listens to and objectively considers ideas and suggestions from others; keeps commitments; keeps Supervisor informed of work progress and issues; addresses problems constructively and objectively.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Basic knowledge of mechanical, plumbing, heating and electrical systems;
- Basic knowledge of heavy equipment operations;
- Basic knowledge of the occupational hazards and safety precautions of the work environment;
- Basic knowledge of all roadway maintenance methods and practices is helpful;

Ability to:

- Shovel and rake gravel, dirt and asphalt;
- Stand/work for extended periods of time in all types of weather;
- Operate backhoes, wheel loaders, dump trucks, street sweepers and tractors for extended periods of time;
- Operate snow plows and salt trucks
- Use a lawnmower and other landscaping tools;
- Use 90-pound jackhammers;
- Communicate by radio with employees;
- Use a variety of power and hand tools, including either concrete saws and asphalt and concrete finishing tools necessary for road projects, construction and in-house street repair; or those needed for the maintenance and repair of vehicles and equipment, including welding and fabrication;

- Lift 40-80 pounds;
- Install signs and banners at ground level on all types of poles;
- Remove trash, debris and dead animals from roadways and public right-of-ways;
- Read and comprehend maps, street signs and construction drawings for road repair;
- Read and comprehend operation manuals for hand tools and other equipment;
- Practice work place safety;
- Follow instructions with little to no supervision;
- Comprehend and make inferences from written material;
- Follows instruction, respond to management direction and solicits feedback to improve performance.

Additional requirements:

- Ability to work varying schedules, including weekdays and occasional weekends, holidays, evenings and overnight hours;
- The individual in this position is consistently at work on time;
- This position requires the use of Township vehicles on Township business. The individual must be physically capable of operating the vehicle(s) safely, possess a valid Ohio Driver's License and have an acceptable driving record.
- Performs other functions as assigned.
- Must be 18 years of age or older, possess a valid Ohio Driver's License, high school diploma or equivalent, Class B or better Commercial Driver's License (CDL) preferred, previous experience with a public works department or in the construction industry, or the equivalent combination of experience and training. Must obtain a minimum of Class B or better Ohio Commercial Driver's License within 6 months of hire date.

Work Environment and Physical Demands:

Lifting and maneuvering heavy objects (40 - 80 pounds), standing and/or bending for long periods of time, work in small areas and in all weather conditions which requires specific adherence to established safety standards.

Position Type/Expected Hours of Work:

This is a full-time, forty (40) hour per week, position.

EEO Statement:

Sugarcreek Township is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, military status, genetic testing, or other unlawful bias except when such a factor constitutes a Bona Fide Occupational Qualification (BFOQ). All personnel decisions and practices including, but not limited to, hiring, suspensions, terminations, layoffs, demotions, promotions, transfers, and evaluations, shall be made without regard to the above listed categories. The Township intends for all of its policies to comply with federal and state equal employment opportunity principles and other related laws.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.