Perry Township Board of Trustees

3025 Johnsville-Brookville Road, Brookville, Montgomery County, Ohio 45309
Office: 937-833-3045 | 937-833-6491 • Fax: 937-833-5219

Title: Road, Cemetery & Maintenance Worker
Reports To: Township Trustees
Location: 3025 Johnsville Brookville Rd, Brookville, OH 45309
Job Type: Full Time
Salary: $16-$21 an hour Based on Qualifications and Experience

JOB SUMMARY:
Under the general direction of the Perry Township Board of Trustees, the Road, Cemetery & Maintenance Supervisor; the Maintenance Worker assists with maintaining the roads, the ditches and cemeteries of the Township, and vehicles, equipment and buildings associated with the task noted.

TYPICAL TASKS REQUIRED: This is not an all-inclusive list

- Always maintain safe road conditions.
- Operate all equipment needed to maintain roads and cemeteries and conduct necessary maintenance. (ex. Lawn mowers, weed trimmers, chain saws, hand tools, other miscellaneous power equipment, backhoe).
- Operate all vehicles needed to maintain roads and cemeteries and conduct necessary maintenance. (ex. Pickup truck, dump truck, salt spreaders, plows).
- Cleans and/or reconstructs catch basins, culverts, ditches, drainage manholes and ditches along Township roadways.
- Assists with the winter snow and ice removal programs during inclement weather and after normal working hours, as necessary.
- Repair road pavements as needed.
- Inspects roads weekly, including surface, berm, drainage, signs, etc. and takes action to correct unsafe conditions immediately.
- Prepare and close burial sites as needed.
- Mows and trims all Township property, including rights-of-ways, and removes debris, (including dead animals) as needed.
- Maintains all Township-owned buildings, (including sweeping and mopping), road equipment and cemetery departmental vehicles and equipment in good mechanical condition and physical appearance always.
- Other duties as assigned by the Board of Trustees and Maintenance Supervisor.

JOB REQUIREMENTS:

- Good knowledge of the Township's responsibilities to the public
- Ability to maintain effective relationships with Township officials, associates, outside agencies, and general public.
- Considerable knowledge of the methods, materials and techniques used by road crew.
- Good knowledge of all road department services rendered by the Township
- Good knowledge of the occupational hazards and safety precautions of the work to be performed
- Skilled in the use of heavy equipment under all types of weather conditions

- Skilled in the safe use of, and ability to instruct others in the usage of, required equipment and tools
- Ability to read, write and keep accurate records
- Ability to pass a physical examination
- Available to respond during off-duty hours
- Hold a valid Ohio Commercial Driver's License (CDL).

ESSENTIAL FUNCTIONS OF THE JOB:

- Communicate face-to-face, on the telephone, and in writing to members of the public.
- Maneuver around a road or bridge construction site, including those with rough terrain.
- Operate an automobile, pick-up truck, dump truck, plows, backhoes, and other heavy equipment used by the Road Department.
- Inspect culverts, manholes, ditches, streams, etc.

This job description and listing of essential functions is intended as a snapshot of this position at this time, and as such, may change. It is an attempt to outline the position requirements but is not necessarily inclusive of all essential functions. We recognize the importance of not discriminating based on disability and will make a good faith effort, on an individual basis, to accommodate people with disabilities.

Perry Township is an equal opportunity employer.

CONDITIONS OF EMPLOYMENT:

- Participation in direct deposit is mandatory.
- Must be able to lift 50 pounds.
- Ability to establish effective professional working relationships with coworkers and customers; contribute to a cooperative working environment and successful accomplishment of the mission.
- May occasionally be required to work other than regular hours; overtime may be required.
- Duties and responsibilities of your job may significantly impact the environment. You are responsible to maintain awareness of your environmental responsibilities as dictated by legal and regulatory requirements and your organization.

Please send resumes to offices@perrytownship-mcoh.org Attn: Trustees or Mail to 3025 Johnsville Brookville Rd, Brookville, OH 45309 or resumes can be dropped off at the Administrative building during Offices hours of (M-Thur 8a-1p)