



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 Supervisor
Reports To: Township Trustees
Location: 3025 Johnsville Brookville Rd, Brookville, OH 45309
Job Type: Full Time
Salary: \$26-\$30 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 is responsible for 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 vehicles and equipment needed to maintain roads and cemeteries and conduct necessary maintenance.
- Cleans catch basins, drainage manholes and ditches along Township roadways.
- Orders materials and parts.
- Supervises and directs the work of Assistant and others as assigned.
- Ensures that safety precautions for the department and public are enforced.
- Creates and maintains records of materials used in the departmental projects.
- Reports mechanical malfunctions to the Board of Trustees.
- Issues Verbal and written warnings to departmental employees as necessary.
- Schedules and completes all projects and services in a timely manner (e.g. snow removal, berm repairs, pothole repairs).
- Schedules after-hour service request with approval of the Board of Trustees.
- 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, and removes debris, (including dead animals) as needed.
- Maintains all Township-owned buildings, departmental vehicles and equipment in good mechanical condition and physical appearance always.
- Other duties as assigned by the Board of Trustees.

Where the highest of distinctions is service to others

<i>Blaine Heeter</i>	<i>Albert Acker</i>	<i>Boyd Warner</i>	<i>Amy Hoover</i>
<i>Trustee</i>	<i>Trustee</i>	<i>Trustee</i>	<i>Fiscal Officer</i>
937-833-3045	937-417-0931	937-608-0937	937-833-3045

JOB REQUIREMENTS:

- Considerable knowledge of the methods, materials and techniques used by road crew to be supervised
- 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
- Ability to supervise the work of skilled, semi-skilled and unskilled workers
- 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 or able to obtain within sixty (60) days of hiring, a valid Ohio Commercial Driver's License (CDL).

ESSENTIAL FUNCTIONS OF THE JOB:

- Read and write.
- 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)

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