



# **Xenia Township**

## **Road Department**

### **Service Worker I**

### **Position Description**

**Time of work:** Full-time  
**Supervisor:** Superintendent

**PURPOSE OF CLASSIFICATION:** 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 Township buildings and facilities, including minor repair tasks.

#### **ESSENTIAL FUNCTIONS:**

- Perform a variety of skills--carpentry, mechanical and masonry tasks;
- Operate heavy equipment necessary for departmental operations;
- Measure and estimate quantity of material needed for routine jobs;
- Assist in maintaining a well organized functioning and clean shop. Perform regular housekeeping to keep a safe working environment;
- Maintain a commitment to a high standard of safety, comply with all safety rules/policies, and report actual and potential safety violations to the Superintendent of Roads and Services;
- Assist in maintaining buildings, grounds and equipment to include, but not limited to, sweeping, picking up, washing, waxing and painting;
- Conduct all operations in a respectful and responsible way, ensuring that all decisions and actions comply with Township policies and procedures;
- Work effectively with coworkers and others; listen to and objectively consider ideas and suggestions from others; keep commitments; keep the Superintendent informed of work progress and issues; address problems constructively and objectively.

#### **REQUIRED KNOWLEDGE, SKILLS & ABILITIES:**

- 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 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;
- Use a variety of equipment, including lawnmowers, tool boxes, sign materials;
- Able to 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;
- Follow instructions, respond to management direction and solicit feedback to improve performance.

**Additional Requirements:**

- Ability to work varying schedules, including weekdays and occasional weekends, holidays and evenings;
- 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. Use of a personal vehicle for Township business will be prohibited if the employee is not authorized to drive a Township vehicle or if the employee does not have personal insurance coverage;
- Perform other functions as assigned.

**LICENSE/CERTIFICATION REQUIRED:**

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), previous experience with a public works department or in the construction industry, or the equivalent combination of experience and training.

**WORKING CONDITIONS:**

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.