



Xenia Township

Road Department

Service Worker II

Position Description

Classification: **Non-Exempt**
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, facilities including minor repair tasks, vehicles, motorized and trailered equipment and static generator sets and extends to doing electric and gas welding and fabrication jobs when necessary. Performs related work as requested.

ESSENTIAL FUNCTIONS:

- Perform a variety of skills carpentry, mechanical and masonry tasks;
- Operate heavy and light equipment necessary for departmental operations;
- Ability to perform repairs and adjustments to automotive systems such as brakes, ignition systems, electrical systems, transmissions, fuel systems, heating and cooling, and other similar systems;
- Ability to test and do minor repairs on electronic equipment both for vehicles and building maintenance;
- Measure and estimate quantity of material needed for routine jobs;
- Conduct all operations in a respectful and responsible way, ensuring that all decisions and actions comply with Township policies and procedures;
- 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;
- 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:

Knowledge of:

- Requisites of Service Worker I;
- Road maintenance and repair;
- Building maintenance;
- Vehicle repair and maintenance;
- Inspection and troubleshooting procedures;
- Considerable knowledge of the occupational hazards and safety precautions of the work environment;

- Considerable knowledge of all roadway maintenance methods and practices;
- Basic knowledge of common office practices and some practical knowledge of computers to include Microsoft Office products;
- Ability to identify, document and enter parts utilized into the system for inventory control.
- Ability to generate work orders from the system;
- Mathematical computations and equations required for measuring and calculating materials or for maintenance functions such as calibrations.

Ability to:

- Operate snow plows and salt trucks along with all kinds of heavy equipment, backhoes, wheel loaders, dump trucks, street sweepers and tractors for extended periods of time;
- 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;
- Ability to do steel cutting and minor steel fabrication
- Shovel and rake gravel, dirt and asphalt for extended periods of time in all types of weather;
- Use a variety of equipment, including lawnmowers, landscaping tools, tool boxes, sign materials;
- Use 90-pound jackhammers;
- Comprehend and make inferences from written material and read schematic drawings and solve any existing problem involving air, electric, and/or hydraulic systems;
- Read and comprehend operation manuals for hand tools and other power equipment;
- Read and comprehend maps, street signs and construction drawings for road repair;
- Cooperatively create tasks and ensure preventative maintenance schedules are maintained;
- 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;
- Practice work place safety;
- Follow instructions with little to no supervision;
- Follow instructions, respond to management direction and solicit feedback to improve performance;
- Communicate by radio with employees.

Additional Requirements:

- Ability to work varying schedules, including weekdays and occasional weekends, holidays and evenings;
- Will need to make themselves available to come back in or stay late for emergency storm and climate events;
- The individual in this position is consistently at work on time and establish and maintain good working relationships with other employees;
- Ability to prioritize work and meet deadlines;
- Perform other functions as assigned.

LICENSE/CERTIFICATION REQUIRED:

Must be 18 years of age or older, pass initial drug screen along with periodic, random drug screening, possess and maintain a valid Ohio Driver's License, high school diploma or equivalent, Class B or better Commercial Driver's License (CDL), have previous experience with

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

LICENSE/CERTIFICATION PREFERABLE:

- Class A Commercial Driver's License
- ASE certification in Automotive, Medium/Heavy Truck
- Working toward EVT certification

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.