



Xenia Township Road Department

Service Worker III Position Description

Classification: **Non-Exempt**
Supervisor: **Superintendent**

PURPOSE OF CLASSIFICATION: The fundamental reason this classification exists is to assist in supervising the day-to-day operations of the Roads and Services Department to ensure residents receive effective and appropriate services.

ESSENTIAL FUNCTIONS:

- Report directly to the Senior Supervisor or Director of Roads and Services;
- Direct the work of a daily crew comprised of Service Worker I and II;
- Measure and estimate quantity of material needed for routine jobs;
- Determine the staffing needs for smaller jobs and delegate tasks to Service Worker I and II
- Conducted 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 Senior Supervisor or Director of Roads and Services;
- Performs a variety of skills carpentry, mechanical and masonry tasks;
- Maintain 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 Senior Supervisor informed of work progress and issues; address problems constructively and objectively.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

Knowledge of:

- Requisites of Service Worker II;
- Considerable knowledge of heavy equipment operations;
- Considerable knowledge of common office practices and some practical knowledge of computers to include Microsoft Office products.
- Compile and manipulate statistical data for records and reports, prepare written materials such as memos, and bid specifications.

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;
- 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;
- Promote staff morale and maintain an effective working relationship with others;
- Assign tasks and ensure schedules are maintained;
- Ensure work place safety is practiced;
- Discuss first line grievances and complaints;
- Follow instructions with little to no supervision;
- Comprehend and make inferences from written material;
- Give oral instruction to employees and vendors;
- Follows instructions, responds to management direction and solicits feedback to improve performance.

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, possess a valid Ohio Driver's License, high school diploma or equivalent, Class B or better Commercial Driver's License (CDL), five (5) years 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.