

VACANCY NOTICE

Date of Posting: July 5, 2023

Closing Date: July 19, 2023

The actual date to fill this vacant position is to be determined.

Title: Maintenance Worker I

Working Title: Maintenance Worker I

Rate of Pay: Pay Range 3

Probationary Rate: \$27.61 per hour.

Education and Experience Required:

1. High School Diploma or General Education Degree (GED).
2. One year's experience in general road maintenance and repair in a road service department; and /or general janitorial services, or ground maintenance work.
3. Valid Ohio Commercial Driver's License (CDL)

Skills:

1. Ability to maintain all township facilities, grounds, and roadways to insure the safety and comfort of the public and employees.
2. Ability to interpret township policies, rules and regulations.
3. Ability to carry out detailed work orders from basis written or oral instructions.
4. Ability to exercise independent judgment.
5. Ability to perform heavy manual labor for extended periods of time in often adverse conditions.
6. Ability to work in confined spaces, operate road, park and cemetery equipment.
7. Ability to lift up to 80 pounds and move a distance of 30 yards.
8. Ability to work flexible hours and shifts.

Summary of Duties:

1. Performs skilled and manual labor in the maintenance and repair of roadways, ditches and township facilities.
2. Fills potholes, digs trenches and ditches, plows snow and spreads salt, picks up trash, trims trees and shrubbery, mows grass, rakes leaves, etc.
3. Cleans halls, offices, restrooms, windows, and maintains clean and sanitary conditions for all designated township facilities.
4. Inspects designated township facilities and makes the necessary repairs.
5. Performs carpentry, painting, electrical and landscaping duties.
6. Performs routine maintenance and minor repair work on tools, equipment, and vehicles.
7. Performs other duties as assigned.

Any employee interested in being considered for this posted position must file a written application with Susan Ayers, Administrator, on or before 4:00p.m. July 19, 2023.