



## **PUBLIC WORKS DEPARTMENT**

### **POSITION DESCRIPTION**

**Job Title:** Public Works Department Crew Member  
**Department:** Public Works Department  
**Reports to:** Public Works Director/ Township Administrator  
**Pay Classification:** Hourly, Non-Exempt

#### **SUMMARY**

Performs a variety of skilled and semi-skilled maintenance work and operates a variety of equipment in the construction, operation, repair, and maintenance of township parks, buildings, roads, and right-of-ways. Duties include mowing of township properties and township roadsides, snow/ice removal and any duties necessary for maintenance of Township roads and property.

#### **SUPERVISION RECEIVED**

Works under the immediate supervision of the Fairfield Township Board of Trustees, the Township Administrator, and the Service Department Supervisor

#### **QUALIFICATIONS**

- Valid Ohio Class B CDL Driver's License (desired)
- Some knowledge of equipment, facilities, materials, and procedures used in maintenance, construction, and repair activities.
- Skill in operation of listed tools and equipment.
- Ability to perform heavy manual tasks.
- Ability to understand and carry out written and oral instructions.

#### **KNOWLEDGE, SKILLS & ABILITIES**

- Knowledge of equipment, facilities, materials, and procedures used in maintenance, construction, and repair activities.
- Skill in operation of listed tools and equipment.
- Ability to perform heavy manual tasks for extended periods of time
- Ability to work safely

- Ability to communicate effectively and maintain effective working relationships with other employees and the public.
- Ability to understand and carry out written and oral instructions.

## **ATTENDANCE**

The Road Department office hours are 7:00 a.m. to 3:30 p.m., Monday through Friday. Road Department personnel are on-call. Holidays, personal, and sick days and overtime hours are as instructed in the Fairfield Township Personnel Policy Manual. Lunch break is 30 minutes.

Must be available for snow, ice or other emergencies 24 hours a day by phone or pager as determined by Service Director or Township Administrator.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following: other duties may be assigned.

- Perform routine inspection on assigned equipment and vehicles at frequent intervals to insure that all aspects of the systems are functioning properly; clean equipment and vehicles; and notify Supervisor of any defects or needed repairs.
- Inspects Township streets, roads, drainage systems at frequent intervals to insure that all are functioning properly.
- Drive trucks used in loading, hauling and unloading.
- Drive trucks equipped for snow and ice removal.
- Drive tractors or mowers to cut grass in road right-of-ways and parks or other township properties.
- Pick up trash along road right-of-ways and township properties.
- Trim weeds and brush on township property, cemeteries, and parks; plant flowers, bushes, and trees.
- Paint interior and exterior of buildings and structures, repair plumbing and electrical systems, including replacing worn or defective parts such as switches and fuses.
- Operate equipment such as backhoe, blacktop roller, brush shipper, cement mixers, sweepers, tar distributors, etc.
- Perform required labor involved in construction and maintenance projects as part of a crew including pavement cutting, ditch digging, manhole and catch basin cleaning, main and pipe repair, laying and backfilling.
- Cut, fit, lay repair, tap clean and flush storm drains, gates, and fittings on repair of services and installation of services, fire hydrants, and related infrastructure.
- Operate a variety of power construction and maintenance equipment used in street maintenance and repair.
- Complete other tasks as assigned by the Service Director or Township Administrator.
- Perform all duties in conformance with O.S.H.A. standards.

## **PERIPHERAL DUTIES**

- Inspect and/or repair streets and drainage systems at frequent intervals to ensure that all aspects of the systems are functioning properly.
- Assist in shutting off broken sections of water mains as required to facilitate street or storm drainage systems repair.
- Expected to be available when bad weather is predicted and for overtime work when needed.

## **TEAMWORK AND PARTICIPATION**

- Create ideas that improve production, organizational performance, or result in cost or time savings for the department.
- Become actively involved in decisions affecting work detail.
- Communicate in a positive and respectful manner with customers and residents.
- Demonstrate flexibility and cooperative attitude when faced with change.
- Follow policies and procedures of the Service Department.
- Promotes and implements Township mission statement and core values when performing duties.

## **TOOLS AND EQUIPMENT**

Motorized vehicles and equipment, including dump truck, street sweeper, lawn mowers, pickup truck, utility truck, ditch witch, tamper, plate compactor, saws, pumps, tar distributor, compressors, sanders, generators, common hand and power tool equipment, shovels, wrenches, detection devices, mobile radio and telephone.

## **PHYSICAL DEMANDS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls, and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is required to walk, sit, climb, balance, stoop, kneel, crouch, crawl, and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform essential functions.

The duties of this job are performed outside and at times in inclement weather. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes and airborne particles, toxic or caustic chemicals and risk of electrical shock.

The noise level in the work environment can be loud depending on the machines involved and work being performed.

## **GUIDELINES**

The duties listed above are intended only as illustrations of various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employee agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Fairfield Township is a drug and alcohol-free environment. All employees may be subject to random drug and alcohol tests and will receive pre-employment and post-accident tests. We are an Equal Opportunity Employer and do not discriminate based on age, sex, color, ethnicity, political beliefs, or religion.