



**FAIRFIELD TOWNSHIP, BUTLER COUNTY, OHIO
ADMINISTRATION DEPARTMENT
POSITION DESCRIPTION – PART-TIME SUMMER**

Job Title: Part Time Summer Seasonal
Department: Administration Department
Reports to: Administrator/Assistant Administrator
Pay Classification: Hourly/Non-Exempt (part time)

Summary: This position is responsible for various duties based on the needs of the Township Departments. Duties will include, but not be limited to, painting fire hydrants throughout the Township, weeding, edging, garbage pickup at Township parks, cleaning of buildings and vehicles, and other similar tasks.

Supervision Exercised: Regular supervision.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES include the following; other duties may be assigned:

- Communicate effectively with Department Heads
- Ability to take direction
- Ability to complete tasks in a timely manner
- Punctionality
- Assist Department Heads as needed and directed
- Paint fire hydrants
- Collect garbage
- Clean vehicles
- Weed flower beds
- Carry objects that weigh up to 50 pounds

Qualifications:

- Must possess and retain a valid Ohio driver's license or ID and be insurable through the Township's insurance carrier.
- Possess strong organizational skills
- Ability to communicate effectively, both in writing and verbally.
- Ability to establish and maintain cordial and effective working relationships.
- Dependability and punctuality in attendance
- Ability to set forth positive professional image

Attendance:

The Township office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. Holiday, personal, and sick days and overtime hours are as instructed in the Fairfield Township Personnel Policy.

Tools and Equipment:

Paint brush
Hose
Garden tools
Vaccum

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, crouch, and sit, depending on the task being performed.

The employee must occasionally lift and/or move up to 50 pounds.

V. WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This position requires frequent outside work. Some of the duties of this job are also performed inside a climate-controlled office setting. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

SELECTION PROCESS

Applicants must submit cover letter, resume, and job application. References will be checked. Selection is based on the most qualified applicant determined by one or more in-person interviews.

The duties listed above are intended only as illustrations of the 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 employment 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.

If applicant meets all requirements and characteristics as indicated in the job description, hiring may be contingent upon successful completion of drug and alcohol test and a driving record test pursuant to Township policy.

Equal Employment Opportunity Statement

Fairfield Township provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Fairfield Township complies with applicable state and local laws governing non-discrimination in employment in every location in which the Township has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Fairfield Township expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Fairfield Township employees to perform their expected job duties is absolutely not tolerated