

**FAIRFIELD TOWNSHIP**  
**RESOLUTION NO. 18-103**

**RESOLUTION AUTHORIZING THE ADMINISTRATOR TO ADVERTISE FOR A  
FULL-TIME SERVICE DEPARTMENT WORKER.**

**WHEREAS:** There is a need for additional help in the Service Department to keep operations consistent;

**NOW, THEREFORE, BE IT RESOLVED,** by the Board of Trustees of Fairfield Township, Butler County, Ohio, as follows;

**SECTION 1:** The Board hereby authorizes the Administrator to advertise for a full-time Service Department Worker, pursuant to the Job Description, attached hereto as Exhibit "A".

**SECTION 2:** The Board hereby dispenses with the requirement that this resolution be read on two separate days, pursuant to RC 504.10, and authorizes the adoption of this resolution upon its first reading.

**SECTION 3** This resolution is the subject of the general authority granted to the Board of Trustees through the Ohio Revised Code and not the specific authority granted to the Board of Trustees through the status as a Limited Home Rule Township.

**SECTION 4:** That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

**SECTION 5:** This resolution shall take effect at the earliest period allowed by law.

**Adopted:** June 27, 2018

**Board of Trustees**

**Vote of Trustees**

Susan Berding:	<u>Susan Berding</u>	<u>yes</u>
Shannon Hartkemeyer:	<u>Shannon Hartkemeyer</u>	<u>yes</u>
Joe McAbee:	<u>Joe McAbee</u>	<u>yes</u>

**AUTHENTICATION**

This is to certify that this is a resolution which was duly passed, and filed with the Fairfield Township Fiscal Officer this 27<sup>th</sup> day of June, 2018.

**ATTEST:**

Shelly Schultz  
Shelly Schultz, Fairfield Township Fiscal Officer

**APPROVED AS TO FORM:**

L. E. Barbieri  
Lawrence E. Barbieri, Township Law Director



FAIRFIELD TOWNSHIP, BUTLER COUNTY, OHIO  
SERVICE DEPARTMENT  
POSITION DESCRIPTION – SERVICE CREWMEMBER

**Job Title:** Service Crewmember  
**Department:** Service Department  
**Reports to:** Service Supervisor  
**Pay Classification:** Hourly, Non-Exempt

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**Summary:** Performs a variety of unskilled and semi-skilled maintenance work and operates a variety of equipment in the construction, operation, repair, and maintenance of township parks, roads, and right-of-ways.

**Supervision Exercised:** No regular supervision. May be directed by Service Supervisor to lead project driven assignments or supervise seasonal workers, as needed.

**Qualifications:**

- Minimum requirement of a high school diploma or equivalent.

**Knowledge, Skills & Abilities:**

- Valid Ohio Driver's License with 4 points or less. CDL-B Required
- Working 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 communicate effectively with other employees and the public.
- Ability to understand and carry out written and oral instructions.
- Special certifications and training may be required in order to perform duties. Trainings must be attended and certifications completed, as directed.

**Attendance:**

The Service Department office hours are 7:00 a.m. to 3:30 p.m., Monday through Friday. Service Department personnel are on-call. Crewmembers are considered Full-Time. Holiday, personal, and sick days and overtime hours are as instructed in the Fairfield Township Personnel Policy.

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

- Inspection and repairs of roadways and street signage.
- Plow Streets during snow/ice events
- Perform routine inspection on assigned equipment; clean equipment; and notify supervisor of any defects or needed repairs.
- Drive trucks used in loading and hauling.

- Drive tractors or mowers to cut grass in road right-of-ways, parks, and cemeteries.
- 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.
- Complete other tasks as assigned by the Service Director.
- Perform all duties in conformance with O.S.H.A. standards.

## II. 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 Township staff and residents.
- Demonstrate flexibility and cooperative attitude when faced with change.
- Follow policies and procedures of the Service Department.

## III. TOOLS AND EQUIPMENT

Motorized vehicles and equipment, including but not ///- pickup truck, dump truck, back hoe, skid steer, tamper, plate compactor, saws, pumps, tar distributor, compressors, sanders, generators, common hand and power tools, shovels, wrenches, mobile radio, and telephone.

## IV. 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.

## V. 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 with disabilities 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 is usually loud.

## **VI. SELECTION PROCESS**

Applicants must submit an application. 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, background inquiry, medical examination, and a credit report.

### **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.