

FAIRFIELD TOWNSHIP
RESOLUTION NO. 20-100

**RESOLUTION TO APPOINT TREVOR KINCH AS A FULL-TIME SERVICE DEPARTMENT
EMPLOYEE, AT AN HOURLY RATE OF \$19.00, EFFECTIVE HIRE DATE JUNE 22, 2020,
WITH A 12-MONTH PROBATIONARY PERIOD.**

WHEREAS: The Administrator has indicated an immediate need for a full-time employee in the Service Department; and

WHEREAS: The Service Department Supervisor has recommended hiring Trevor Kinch as a full time Service Department employee;

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

SECTION 1: The Board hereby approves the appointment of Trevor Kinch as a full-time Service Department worker with the job description set forth on the attached Exhibit "A", at an hourly rate of \$19.00 hour, with a 12-month probationary period.

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 10, 2020

Board of Trustees

Shannon Hartkemeyer: _____

Joe McAbee: _____

Susan Berding _____

Vote of Trustees

yes

yes

yes

AUTHENTICATION

This is to certify that this is a resolution which was duly passed, and filed with the Fairfield Township Fiscal Officer this 10th day of June, 2020.

ATTEST:

Shelly Schultz
Shelly Schultz, Fairfield Township Fiscal Officer

APPROVED AS TO FORM:

Lawrence E. Barbiere, Township Law Director

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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

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.

APPLICATION FOR EMPLOYMENT

— Temp's
Exp 5/20
No BMV
open to
review

We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, citizenship status, genetic information or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For	Date of Application 3-20-2020
How Did You Learn About Us?	
☐ Advertisement	☐ Relative
☐ Employment Agency	☐ Friend
☒ Inquiry	
☐ Other _____	

Last Name Kinch	First Name Trevor	Middle Name Alan
Address 5498 Lake Michigan Dr	City Fairfield	State Ohio
Zip Code 45014	Telephone Number(s) 513-550-9398	
Social Security Number (Voluntary) 269 198 6260		

Best time to contact you at home is: 2:00 ☒ AM ☒ PM

If you are under 18 years of age, can you provide required proof of your eligibility to work? ☐ Yes ☐ No

Have you ever filed an application with us before? ☐ Yes ☒ No

..... If Yes, give date _____

Have you ever been employed with us before? ☐ Yes ☒ No

If Yes, give date _____

Do any of your friends or relatives, other than spouse, work here? ☐ Yes ☒ No

Are you currently employed? ☒ Yes ☐ No

May we contact your present employer? ☒ Yes ☐ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?
Proof of citizenship or immigration status will be required upon employment. ☐ Yes ☐ No

Date available for work 2 weeks What is your desired salary range? _____

Are you available to work: ☒ Full-Time (please indicate 1 2 3 shift)

☐ Part-Time (please indicate Mornings Afternoon Evenings)

☐ Temporary (please indicate dates available ____/____/____ - ____/____/____)

Are you currently on "lay-off" status and subject to recall? ☐ Yes ☒ No

Can you travel if a job requires it? ☒ Yes ☐ No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

NAME: _____

POSITION: _____

DATE: _____

APPLICANT EDUCATION

I certify that the information provided is true and correct. This document is required for the application process. I have read and understand the terms and conditions. Employment is not guaranteed. In the event of a change in circumstances, the applicant must notify the employer by a written notice.

	Name and Address of School	Course of Study	Number of Years Completed	Diploma Degree
Elementary School	Fairfield City Schools		8	
High School	Fairfield High School		4	Diploma
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Forklift certified

Applicant's Signature
 Recipient's Signature
 Employer's Signature
 Job Title

Describe any job-related training received in the United States military.

This said



EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1.	Employer <u>Menards</u>		Dates Employed		Work Performed
			From	To	
	Address <u>2865 Princeton Rd 45011</u>		<u>4/14</u>	<u>Current</u>	
	Telephone Number(s) <u>513-668-8693</u>		Hourly Rate/Salary		
	<u>513-137-9777</u>		Starting	Final	
	Job Title <u>Forklift operator</u>	Supervisor <u>Gary Tyler</u>			
	Reason for Leaving				
2.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				
3.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				
4.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

ADDITIONAL INFORMATION

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Have my CDL TEMPS (EXPIRE 5/20) NO BMW
OPEN TO
RENEW

SPECIALIZED SKILLS (CHECK SKILLS/EQUIPMENT OPERATED)

___ Terminal

☒ Spreadsheet

Production/Mobile
Machinery (list)

Other (list)

☒ PC/MAC

☒ Word Processing

☒ Typewriter

___ Shorthand

WPM 70

WPM ___

State any additional information you feel may be helpful to us in considering your application.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Can you perform the essential functions of the job for which you are applying, either with or without a reasonable accommodation?

☒ YES ___ NO

REFERENCES

1. Tim Abbott (513) 535-1008

(Name)

Phone #

(Address)

2. Eddie Paul (513) 368-3467

(Name)

Phone #

(Address)

3. Jeff Sullivan (513) 275-8661

(Name)

Phone #

(Address)

APPLICANT'S STATEMENT

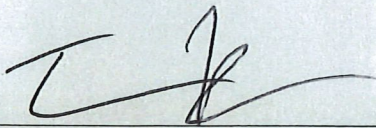
I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.



Signature of Applicant

3-20-2020

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview ☐ Yes ☐ No

Remarks _____

Employed ☐ Yes ☐ No Date of Employment _____

INTERVIEWER DATE

Job Title _____ Hourly Rate/
Salary _____ Department _____

By _____
NAME AND TITLE DATE

This Application For Employment is sold for general use throughout the United States. Amsterdam Printing assumes no responsibility for the use of said form or any questions which, when asked by the employer of the job applicant, may violate State and/or Federal Law.

