

**FAIRFIELD TOWNSHIP
RESOLUTION NO. 22-133**

**RESOLUTION TO APPOINT ARTHUR J SIMMONS, III AS A FULL-TIME PUBLIC WORKS
DEPARTMENT EMPLOYEE, AT AN HOURLY RATE OF \$21.00, EFFECTIVE HIRE DATE
OCTOBER 17, 2022, WITH A 12-MONTH PROBATIONARY PERIOD.**

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

WHEREAS: The Public Works Department Supervisor has recommended hiring Arthur J Simmons, III as a full time Public Works 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 Arthur J Simmons, III as a full-time Public Works Department worker with the job description set forth on the attached Exhibit "A", at an hourly rate of \$21.00 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: October 11, 2022

Board of Trustees

Shannon Hartkemeyer:

Michael Berding:

Joe McAbee:

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 11th day of October, 2022.

ATTEST:

Shelly Schultz
Shelly Schultz, Fairfield Township Fiscal Officer

APPROVED AS TO FORM:

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



FAIRFIELD TOWNSHIP, BUTLER COUNTY, OHIO

PUBLIC WORKS

POSITION DESCRIPTION - CREWMEMBER

Job Title: Public Works Crewmember

Department: Public Works

Pay Classification: Hourly, Non-Exempt

Summary: Perform a variety of unskilled and semi-skilled maintenance work and operate a variety of equipment in the construction, operation, repair, and maintenance of township parks, roads, and rights-of-way.

Supervision Exercised: No regular supervision. May be directed by Public Works Director to lead project driven assignments or supervise seasonal workers.

Qualifications: Minimum requirement of a high school diploma or equivalent.

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

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

- Perform routine inspection on assigned equipment and vehicles at frequent intervals to ensure 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 ensure 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 rights-of-way and parks or other township properties.
- Pick up trash along road rights-of-way 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 Public Works Director.
- Perform all duties in conformance with O.S.H.A. standards.

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 Public Works Department.

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 is usually loud.

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.