



POSITION TITLE: Road/Services Laborer	STATUS: Full Time- Non-Exempt
REPORTS TO: Road/Services Superintendent	SALARY RANGE: \$19.00 to 24.00 per hour
SUPERVISES: None	

Purpose: The Road/Services Laborer is responsible for performing skilled maintenance throughout the Township including buildings, grounds, cemeteries, roads, and stormwater infrastructure.

Scope: Maintenance of Township roads, grounds, and buildings.

Essential Roles & Responsibilities May include, but not limited to the following:

- Repairing streets and curbs.
- Repairing catch basins and sewers by operating jackhammer, compactors, front end loader, roller, crack filling machine, sealing cracks.
- Install drain tiles.
- Operates:
 - Dump truck
 - Wheeled tractors
 - Backhoe
 - Street sweeper
 - Air compressor
 - Pneumatic tools
 - Brush clipper
 - Fork lift
 - Mixer
 - Roller
 - Seeder
- Snow removal.
- Salt and plow streets and properties.
- Mow grass.
- Clean catch basins.
- Install street signs.
- Guard rails.
- Trim trees.
- Painting traffic lines.

TRUSTEE: Rick Kazmierczak
TRUSTEE: Gene Wilson
TRUSTEE: Brian Meyer

FISCAL OFFICER: Josie Stultz
ADMINISTRATOR: Dawn Wheatley
ZONING INSPECTOR: Lisa Wylie
MAINTENANCE SUPERVISOR: Matthew Stout



- Operate chain saw, ax, topping shears, shovel, rake, weed sprayer.
- Sewer cleaner.
- Welding.
- Clean wax and paint equipment.
- Minor repairs to vehicles.
- Wash windows.
- Paint interior and exterior walls.
- Replaces floor and ceiling tiles.
- Any other duties required for the efficient and effective operation of Township services.

Critical Skills/
Expertise

- Thorough knowledge of state laws pertaining to the operation of motor vehicles upon highways.
- Ability to make minor repairs on automotive and motor-driven equipment.
- Knowledge of building grounds, road and stormwater infrastructure maintenance methods, tools, materials, and supplies.
- Ability to develop and maintain effective working relationships with associates.
- Ability and willingness to perform heavy physical labor for extended periods of time.
- Ability to work under occasionally adverse weather conditions.
- Must be able to work alone and complete tasks as required by either the Road/Service Superintendent or Administrator
- Ability to follow all safety rules and continue with safety trainings.

Education,
Licensing
Certification
Requirements

- High School graduate or equivalent
- Valid Driver's License with a CDL B required
- Experience in the operation of a 3 ton truck preferred
- To be available to perform other than regular hours when needed to perform the duties of the position such as but not limited to snow removal and Saturday burials.
- Any equivalent combination of experience and training that provides the essential knowledge, skills and abilities required to be successful in this role will also be considered.

Physical &

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Mental Requirements

- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

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

Employee

Acknowledgement I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time as needed.

Printed Name- Employee

Signature & Date- Employee

Printed Name- Board of Trustees- Chairperson

Signature & Date- Board of Trustees- Chairperson

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