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Brimfield Township  
 1333 Tallmadge rd.  
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## Job Description

|                     |                             |                      |                 |
|---------------------|-----------------------------|----------------------|-----------------|
| <b>Job Title</b>    | <b>Seasonal Road Worker</b> |                      |                 |
| <b>Job Location</b> | Administration Office       |                      |                 |
| <b>Reports to</b>   | Road Superintendent         | <b>Department</b>    | Road Department |
| <b>Initial Date</b> | 10/16/2018                  | <b>Approved Date</b> |                 |
| <b>Review Date</b>  |                             | <b>Approved By</b>   |                 |

### Employment

The Seasonal Road Worker is appointed by the Board of Trustees and serves under the supervision of the Road Superintendent. The seasonal road worker is directly responsible for the safe and effective operation of a wide variety of equipment. Specialized instructions and clarifications will be given by the Road Superintendent regarding unusual or difficult assignments and the majority of work is reviewed in process and upon completion to ensure proper work sequences and adherence to instructions.

This is a part-time position as defined in the Brimfield Township Policy and Procedure Manual, Section 3.1. The work schedule will typically be between 8:00am to 4:00pm Monday through Friday but could require evening or weekend hours. The salary range for the position will be based on the level of experience and qualifications of the person who holds this position.

### Supervision Responsibilities

This position has no supervision responsibilities and is a direct report to the Road Supervisor. This position also reports to the assigned liaison and the Brimfield Township Board of Trustees.

### Duties and Responsibilities

- A. Operates various hand and/or power tools such as a riding lawn mower, push mower, line trimmer, hammer, screw drivers, wrenches, drills, power saws air nozzles, air compressor, mop, broom, shovel, rakes, pitch forks, and files.
- B. Drive and operate zero-tum lawn mowers, push mower, line trimmer, grinders, pressure washer, and related attachments in effecting the general maintenance, repair, and safety of Brimfield Township roads, parks, and cemetery.
- C. Must be able to drive and operate a pickup truck pulling a loaded lightweight equipment trailer and be able to back trailer accurately and efficiently.
- D. Regularly check and maintain equipment to ensure proper fluid levels and mechanical functions including checking tires, tire pressure, light bulbs, changing oil, greasing equipment, and sharpening mower blades.

- E. Assist road department crews when patching roads and replacing culverts as needed including flagging traffic to maintain the safety of road crew. A significant amount of time will be spent mowing and trimming grass in township parks and cemeteries. Remove debris from Township areas and roadways using appropriate equipment as assigned.
- F. Perform assorted duties of Laborer as needed and directed by the Road Superintendent.

### Qualifications

**Minimum Qualifications:**

- Must be at least 18 years of age
- High School Diploma or GED
- Valid Ohio Driver's License with fewer than 6 warning points

Satisfactory completion of a background investigation, and pre-employment drug screen is required. The candidate must also be able to deposit a bond, in accordance with Section 519.161 of the Ohio Revised Code, with the Township Fiscal Officer before entering upon the duties of this position.

### Knowledge, Skills & Abilities

The successful candidate shall:

1. Have knowledge of:
  - a. Safety procedures for working around vehicles and heavy equipment, and/or working around traffic
2. Have the ability to:
  - a. Safely operate, protect and maintain a variety of hand and power tools, such as hammer, screw drivers, wrenches, drills, power saws, air nozzle, air compressor, mop, broom, shovel, rakes, pitch forks, and files.
  - b. Safely operate, protect and maintain a variety of machinery/equipment such as a zero-turn lawn mower, push mower, line trimmer, pressure washer, and related attachments in effecting the general maintenance, repair and safety of Brimfield Township roads, parks and cemetery.
  - c. Comply with all employer and department policies and work rules, including but not limited to attendance, safety, drug-free workplace, and personal conduct.
  - d. Effectively communicate orally and in writing with co-workers and members of the general public in a courteous and tactful manner, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.
  - e. Shall have the ability to work effectively with residents who may be upset, distraught, irate, emotionally or mentally or otherwise unable to function within the reasonable range of constructive behaviors.
  - f. Work both alone with minimal supervision and with others in a team environment.

g. follow verbal and/or written instructions.

#### **Physical Effort**

Incumbent performs duties requiring continuous physical exertion, such as lifting or carrying objects weighing over 50 pounds, walking on uneven terrain, pushing/pulling of equipment and tools, crouching/kneeling, bending, reaching, driving, close/far vision, color/depth perception, hearing sounds/communication, and handling/grasping objects. Incumbent is required to sit and walk at will, remain standing and working for long periods of time and may be exposed to jolting, bumping, and vibrations of equipment.

#### **Work Locations**

Incumbent performs most of duties out of doors in various weather conditions, and is exposed to inclement weather, vibration, noisy machinery, dust and dirt, and intermittent equipment fumes. Incumbent may occasionally be required to work extended hours, weekends, and evening. Incumbent is occasionally required to be on 24-hour call and respond to emergencies from off-duty status.

#### **Personal Work Relationships**

Individual will have contact with co-workers, employees, contractors and the general public. Individual will communicate with the public both verbally and in writing. Individual is responsible to maintain a positive working relationship with elected and appointed officials, supervisors, co-workers, government agencies and other individuals.

#### **Notification and Disclaimer**

This position description is presented for informational purposes only and can be changed at any time by the Board of Trustees of Brimfield Township with or without notice. No representative of Brimfield Township has the authority to enter into an agreement that is contrary to the foregoing.