



WARREN COUNTY | OHIO

WAYNE
Township
WWW.WAYNETOWNSHIP.US

SERVICE WORKER 1

Employment Status: Full-Time and Part-Time

Approved: _____

FLSA Status: Non-Exempt

Revised: October 18, 2018

Reports To: Road Superintendent

Reviewed: October 18, 2018

JOB SUMMARY

Under general supervision of the Road Superintendent performs a wide variety of physical and manual work relating to the construction and maintenance of rights of way, and infrastructure for Wayne Township.

REPRESENTATIVE LIST OF RESPONSIBILITIES

This list of responsibilities is representative and is not all-inclusive. Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these responsibilities.

- Performs street sign and banner installation.
- Uses a variety of power and hand tools, including (but not limited to) string trimmers, chain saws, mowers, tractors, and skid loaders as necessary for roadway projects, construction and in-house street and facilities repairs.
- Carries out any horticultural and grounds maintenance duties as requested.
- Replaces, maintains and repairs guard rails, signs, and similar traffic control devices.
- Performs heavy physical labor including lifting, carrying heavy objects and shoveling, raking and pushing asphalt. Assists in the removal, repair and replacement of drainage culverts.
- Maintains buildings, grounds and equipment, as directed.
- Mows grass and assists with weed control.
- Shovels and rakes gravel, dirt and asphalt for extended periods of time in all types of weather.
- Cleans ditches, as directed.
- Removes trash and debris along roadways.
- Assists in care of cemeteries, as directed.
- Reads maps and street signs in order to follow snow removal routes.
- Reads and comprehends operation manuals for hand tools and other equipment.
- Sets-up and removes traffic safety zones for construction.
- Repairs and replaces asphalt and concrete.
- Under supervision, operates dump truck, loader, and/or backhoe for extended periods of time.
- May operate various motor equipment units necessary for departmental operations.
- Works in all weather conditions and in all terrain conditions.
- Provides excellent customer service.
- Ability to communicate, interact and maintain professional, efficient and effective working relationships.



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- Handles confidential information appropriately.
- Understands and follows oral and written instructions.
- Reliability, which includes regular and predictable attendance, punctuality, and timely and efficient completion of assigned duties.
- Promotes, gets along and works in a harmonious relationship with others.
- Attends meetings and trainings.
- Other duties as required.

REQUIRED EDUCATION AND EXPERIENCE

- High school diploma or equivalent.
- No prior experience required. We are willing to train the right candidate with a willingness to learn.

PREREQUISITE KNOWLEDGE, SKILLS AND ABILITIES

An individual must possess the following knowledge, skills, and abilities before beginning employment:

- General mechanical skills.
- Ability to use bench or hand tools.
- Ability to perform routine, strenuous manual labor, including ability to lift 50 lbs.
- Knowledge of safety procedures when using power tools and equipment.
- Considerable knowledge of the hazards and corresponding safety precautions necessary for the safe performance of assigned duties.
- Ability to respond to routine inquiries from public and/or officials and understand a variety of written and/or verbal communications.
- Ability to make proper decisions in a timely manner.
- Strong customer service and inter-personal skills.
- Excellent self-discipline. Ability to work well without immediate supervision.
- Excellent judgment. Ability to make prompt and accurate decisions, as directed.
- Ability to comply with all Township and job specific safety requirements.
- Must have a valid driver's license and remain insurable, without penalty or surcharge, under the Township's vehicle insurance plan.

DEMONSTRATED KNOWLEDGE, SKILLS AND ABILITIES

An individual must be able to demonstrate the following knowledge, skills, and abilities after training on the job.

- Knowledge of techniques and methodology used to operate mowers and tractors.
- Demonstrated ability to operate shovels, wheelbarrows, hammers and other small power tools, and chainsaws, to drive light and heavy trucks and to adjust and maintain equipment.
- Knowledge of and consistent application of safe lifting techniques.



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- Knowledge of operations, work methods and limitations of equipment and tools used in street maintenance and construction.
- Demonstrates the ability to differentiate between safe and unsafe conditions.
- Be knowledgeable of and follow departmental policies and procedures.
- Any other skills, and abilities and knowledge required as the job changes.

PHYSICAL REQUIREMENTS

Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these requirements.

- Uses fingers/hands/arms frequently.
- Lifts, carries and pushes up to 50 pounds.
- Occasional crawling, kneeling, bending and climbing, including stairs and ladders.
- Ability to reach over shoulders.
- Must have good eyesight and depth perception.
- Ability to work at a rapid pace.
- Ability to hear.
- Walking and standing on various surfaces, including rough terrain.
- Frequent sitting, as required.
- Ability to work in inclement weather.
- Moves about in close quarters and areas.
- Remains physically and mentally alert during prolonged periods of intense, sustained physical activity in difficult environments.
- Steps vertically three feet to enter a Public Works vehicle.
- Demonstrates the ability to maintain the strength and stamina required to operate pertinent tools and equipment.
- Grips, lifts, carries, loads and unloads from all necessary Public Works Department authorized equipment.
- Any other physical requirements as job changes.

COMPENSATION

\$10-\$15 / hour based on qualifications.