

TURTLECREEK TOWNSHIP

An Equal Opportunity Employer

POSITION DESCRIPTION

Page 1 of 2

Dept./Div.:	Roads & Bridges	Employee's Name:	
		Position Title:	Maintenance Technician

Reports To: Roads & Bridges Supervisor	Employment Status: Full-time
Normal Hours: between 7:00 AM & 3:30 PM	FLSA Status: non-exempt (hourly)

JOB RESPONSIBILITIES: Under the supervision of the Road & Bridge Supervisor, performs maintenance and repair work, performs routine maintenance work and mowing and trimming at the Township facility, Parks, roads and cemeteries, operates a snow plow, and performs other related work.

QUALIFICATIONS: Any combination of training and work experience which indicates the possession of the knowledge, skills and abilities listed below. An example of acceptable qualifications:

Must be at least 18 years of age. Must possess a valid Ohio CDL License and have a good driving record. Must have working knowledge of dump trucks, tractors, mowing equipment, and other job related tools and equipment. Must have own transportation to work.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a State of Ohio Commercial Driver's License (CDL) and remain insurable under the Township's vehicle insurance policy.

Must pass drug test and background check and maintain CDL Drug/Alcohol Testing Program.

Safety training requirements per OSHA.

ESSENTIAL FUNCTIONS OF THE POSITION:

1. Will perform road maintenance and repair work which includes but is not limited to the operations of heavy equipment.
2. Equipment may include dump trucks, backhoes, skid steers, chippers, mowing tractor, and weed eater.
3. Erecting of traffic signs; patching roadways; cutting down trees, trimming brush, picking up trash, installing guardrail and installation of culvert pipes.
4. Operates a snow plow (plowing/salting/sanding roadways) in the winter months.
5. Performs mowing, maintenance and up-keep on the two township cemeteries, including opening and closing grave sites, etc.
6. Assists with routine maintenance/cleaning of Township property when requested by the Maintenance Supervisor.
7. Perform routine cleaning/washing of road vehicles and equipment.

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

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Page 2 of 2

8. Perform daily routine maintenance (fuel, checking oil, coolant, and lights; draining air tanks, etc.) on road vehicles and equipment.
9. Will provide other assistance and support as required by the Board of Trustees and the Road Supervisor.

MINIMUM ACCEPTABLE CHARACTERISTICS:

Knowledge of: Township policies and procedures and tools and equipment utilized in the Road Department;

Skill in: Operation of heavy equipment, mowing equipment, and various types of power equipment.

Ability to: Perform the manual labor required to maintain the township roadways, culvert pipers, and guardrail; operate heavy equipment; operate mowing equipment; operate various types of power equipment; communicate effectively with supervisors and co-workers; follow instructions. Must be able to lift at least 75 pounds from a squatting and/or bending position. Must be physically able to work outside while performing the day's assignments. Must be agile and physically capable of climbing up and down from truck cab or other equipment several times during shift. Must be able to walk to the area tools and equipment are stored. Ability to perform the manual labor required to maintain the township roadways.

POSITIONS SUPERVISED:

N/A

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

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