

# TURTLECREEK TOWNSHIP

An Equal Opportunity Employer

## JOB POSTING

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**Dept./Div.:** Road Department      **Position Title:** Temporary Seasonal Worker

**Pay Range:** \$18.00 - \$20.00 / hour      **Positions Available:** 1

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**Reports to:** Road/Maintenance Supervisor      **Employment Status:** Part Time

**Normal Hours:** 7:00 – 3:30      **FLSA Status:** Non-exempt (hourly)

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**JOB RESPONSIBILITIES:** Under the supervision of the Road Supervisor, assists Road Maintenance Technicians with maintenance and repair work, performs routine maintenance work and mowing and trimming at the Township facility, road and cemeteries, operates a snow plow, and 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 and have a high school diploma or equivalent; must have a valid Ohio driver's license and good driving record; must have working knowledge of job-related tools and equipment; and must have reliable transportation.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Must possess a State of Ohio driver's license and remain insurable under the Township's vehicle insurance policy.

Must pass drug test and background check.

Safety training requirements per OSHA.

**ESSENTIAL FUNCTIONS OF THE POSITION:**

1. Operates medium to heavy equipment (e.g., front end loader, post driver, mower, tar distributor, lowboy, backhoe, roller, street sweeper, snow plow, etc.) to repair and maintain road surfaces.
  2. Follows proper work methods and procedures within defined work guidelines.
  3. Performs various manual and semiskilled labor functions (e.g., applies stone, gravel, tar, and blacktop to road surfaces; erects guardrails, makes head walls, cuts trees and shrubs, picks up litter and debris, installs culvert pipe, roadside mowing, etc.); inspects and replaces bridge guardrails and supports.
  4. Flags traffic; places, removes, and replaces barricades.
  5. Operates light and hand-held power tools and equipment (e.g., operates chain saw, jackhammer, welder, torch, weed eater, etc.).
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6. Performs routine preventive maintenance on various equipment operated (e.g., checks fluid levels, tire pressure, lights, brakes and other safety devices, etc.) and reports problems and/or malfunctions to proper authorities.
7. Seeds and spreads straw.
8. Maintains existing and installs new traffic signs and devices, following approved methods and using hand tools and/or sign maintenance equipment (e.g. wrenches to adjust sign bolts, post hole diggers to erect signs, etc).
9. Uses hand tools to assemble barricades and places temporary signs, devices, and markers to alert traffic to road hazards and protect safety of others (e.g., high water, road work, detours, lights on barricades, etc.).
10. Maintains records reflecting fuel used to operate equipment.
11. Follows all of the Township's and Road Department's safety policies and procedures.
12. Maintains all required licenses and/or certificates.
13. Demonstrates regular and predictable attendance.
14. Performs any other related duties as assigned.

### **TRAINING/CERTIFICATIONS:**

Current Ohio Operator's License  
Drug Free Work Place Drug/Alcohol Testing Program  
CDL – B or better preferred

### **MINIMUM ACCEPTABLE CHARACTERISTICS:**

**Knowledge of:** Township policies and procedures; department policies and procedures; department goals and objectives; safety practices and procedures; local, state and federal regulations; public relations; records management; and office practices and procedures; proper lifting techniques; two-way radio operations; building construction, maintenance, and repair; grounds maintenance and repair; road/infrastructure construction, maintenance, and repair; basic sign maintenance and manufacturing methods; snow and ice removal; heavy and medium duty equipment maintenance and repair.

**Skill in:** operation of hand tools as well as light, medium and heavy equipment; snowplow operation.

**Ability to:** Perform the manual labor required to maintain the township roadways, culvert pipes, 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.

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Must be able to carry out instructions in written, oral, or picture form; deal with problems involving several variables within familiar context; recognize unusual or threatening conditions and take appropriate action; determine material and equipment needs; read, copy, and record figures accurately; perform basic addition and subtraction; complete routine forms; prepare routine correspondence; prepare accurate documentation; communicate effectively; recognize safety warnings; understand a variety of written and/or verbal communications; develop and maintain effective working relationships; resolve complaints; perform light manual labor for extended periods of time in often adverse conditions; travel to and gain access to work site; utilize cleaning materials.

### **POSITIONS SUPERVISED:**

N/A

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**Application Procedure:** Resumes and applications will be accepted at the Township Administrative Bldg., 670 N. State Route 123, Lebanon, Ohio 45036.

**Application Deadline: Open until filled or position is no longer needed**

Posted May 26, 2026

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