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For first consideration, online applications must be received by 4:00 p.m. Friday, April 6, 2018.

JOB OPPORTUNITY

SERVICE WORKER – CEMETERY (PART-TIME)

Recruitment Open Until Filled.

THE POSITION:

Washington Township, Montgomery County, Ohio, is seeking a motivated and energetic staff member for the Public Works Department. Under general supervision, will assist with the maintenance of all active and inactive cemeteries for Washington Township. The work schedule for this position will work Monday – Friday from 7:00 a.m. to 3:30 p.m.

QUALIFICATIONS:

The ideal applicant will have a willingness to perform routine, strenuous manual work. Must be able to understand and follow oral and written instructions. High school diploma or equivalent is required. Preferred candidate would possess a Class B or higher Commercial Driver License (CDL) and have one year or more of work experience with a public works department or in a construction industry.

COMPENSATION & BENEFITS:

Pay is \$10.00 to \$13.00 per hour. Entry rate is contingent upon candidate's experience, qualifications, and related skills, knowledge, and ability.

APPOINTMENT PROCEDURE:

The selection process will include a review of all submitted materials. If applicable, include a full copy of any military discharge paperwork. Candidate will be required to complete a criminal background check, driver's license review and personal background investigation. Appointment procedure will be based on the number of qualified candidates.



SERVICE WORKER

Employment Status: Full-Time and Part-Time
FLSA Status: Non-Exempt, Bargaining Unit
Reports To: Service Worker II, Service Worker III or Public Works Manager

Approved: September 1, 2010
Revised: May 17, 2017
Reviewed: March 21, 2018

JOB SUMMARY

Under general supervision of Service Worker II, Service Worker III or Public Works Manager performs a wide variety of physical and manual work relating to the construction and maintenance of rights of way, and infrastructure for Washington 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.

- Cleans catch basins and ditches, as directed.
- Inspects drainage manholes.
- Shovels and rakes gravel, dirt and asphalt for extended periods of time in all types of weather.
- Performs street sign and banner installation.
- Uses a variety of power and hand tool, including concrete saws and asphalt and concrete finishing tools necessary for highway projects, construction and in-house street repairs.
- Carries out any horticultural and grounds maintenance duties as requested.
- Replaces, maintains and repairs guard rails, traffic dividers, signs, and similar traffic control devices.
- Participates in the installation of pavement markings.
- Cuts lumber for concrete forms to proper size and place stakes.
- Spreads and levels base rock.
- Performs heavy physical labor including lifting, carrying heavy objects and shoveling, raking and pushing asphalt.
- Participates in the removal, repair and replacement of storm drainage pipe.
- Maintains buildings, grounds and equipment, as directed.
- Mows grass and assists with weed control.
- Removes trash and debris along roadways.
- Assists in care of cemeteries, as directed.
- Reads maps and street signs in order to follow leaf and snow removal routes.



SERVICE WORKER

REPRESENTATIVE LIST OF RESPONSIBILITIES *(continued)*

- 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, leaf suction equipment, loader, backhoe, or storm drain cleaning machine, 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.
- 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.

PREFERRED EDUCATION AND EXPERIENCE

- Possession of a Class B or higher Commercial Driver's License (CDL).
- One (1) year or more of experience with a public works department or in a construction industry.
- Pertinent skilled trade licenses and/or certifications.



PREREQUISITE KNOWLEDGE, SKILLS AND ABILITIES

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

- Ability to obtain CPR, AED and First Aid certifications, as job assignment requires.
- General mechanical skills.
- Skill in the use of bench or hand tools.
- Ability to perform routine, strenuous manual labor.
- 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.
- Strong oral communication and presentation skills. Must be able to listen attentively, organize thoughts, speak and write clearly and professionally, and comprehend written documents.
- Ability to perform basic mathematical computations.
- 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.

- Maintain CPR, AED and First Aid certifications, as job assignment requires.
- Knowledge of techniques and methodology used to spread asphalt, mix concrete, operate a jackhammer and operate carpentry tools used in creating concrete forms, mixing, pouring and finishing concrete.
- Demonstrated ability to operate shovels, wheelbarrows, hammers and other small power tools, and jackhammers, to drive light and heavy trucks and to adjust and maintain equipment.



SERVICE WORKER

DEMONSTRATED KNOWLEDGE, SKILLS AND ABILITIES *(continued)*

- Knowledge of and consistent application of safe lifting techniques, both individually and using mechanical assists such as a hoist.
- 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.