



WARREN COUNTY | OHIO



## SERVICE WORKER 1

**Employment Status:** Full-Time and Part-Time

**Approved:** \_\_\_\_\_

**FLSA Status:** Non-Exempt

**Revised:** July 18, 2024

**Reports To:** Road Superintendent

**Reviewed:** July 18, 2024

### 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.

- Cleans ditches, as directed.
- 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 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.
- 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.



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- 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.
- 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 75 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.
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### **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.



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- Knowledge of and consistent application of safe lifting techniques.
- 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 75 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.