

PIKE TOWNSHIP ROAD SUPERINTENDENT POSITION DESCRIPTION

General Nature of Work

This is responsible administrative and supervisory work as well as skilled work in the Road Department. The Road Superintendent is responsible for the total operation of the Road Department including maintaining roads, buildings and vehicles of the township. Duties are performed under the limited supervision of the Township Trustees.

Equipment and Job Location

The job site includes a variety of areas throughout Pike Township. Equipment used includes: dump truck, road mower, backhoe, chemical sprayer, cemetery mower, snow plow, tractors, grader, roller, and a variety of hand tools.

Essential Functions

Plans, schedules, organizes and directs the operations of the Road Department.

Maintains records of the Road Department, including the daily logging of completed tasks.

Maintains inventory of all supplies needed for departmental work.

Performs road maintenance such as repairing potholes, crack sealing, paving and culvert installation.

Maintains township cemeteries, including mowing, digging graves and handling burials.

Responsible for mowing, tree trimming, picking up trash and spraying of weeds along township roads.

Performs preventive and routine maintenance on non-emergency township vehicles and equipment.

Performs physical labor including hauling, cutting, cleaning, shoveling and painting.

Performs seasonal work such as snow removal.

Responds to emergency calls concerning ice and snow removal, storm damage and street damage.

Responds to complaints from citizens.

Attends the trustee meetings (1st and 3rd Tuesday of each month) and provides status report of all projects.

Knowledge, Skills and Abilities

Ability to maintain and adhere to daily and monthly maintenance schedules, while taking into consideration weather and road conditions.

Ability to do light welding and sheet metal fabrication as necessary

Ability to do concrete work.

Thorough knowledge of the township geography.

Considerable knowledge of the occupational hazards and corresponding safety practices necessary for the safe performance of work duties.

Ability to establish and maintain an effective working relationship with township officials, supervisory personnel, fellow employees and the general public.

General knowledge of the operation, care and maintenance of tools and equipment.

Ability to perform heavy manual labor for extended periods of time.

Ability to understand and follow oral and / or written instructions.

Ability to work under the limited supervision of the Township Trustees.

Qualifications

Graduation from a standard high school or equivalent.

Possession of or the ability to obtain promptly, a class A State of Ohio Commercial Driver's License (CDL).

Ability to be called out on other than normal working hours, work various shifts and holidays as necessary.

Ability to attend various training sessions and workshops as necessary to maintain proper licenses and accreditations.

Must be in good physical condition, i.e. ability to pass all required physical exams and drug testing as required by the State of Ohio and / or the Township Trustees, including random drug testing.

Possession of or the ability to obtain an Ohio Commercial Pesticide Applicator's License.

Benefits

Paid Time Off (PTO)- Must be taken between April 1 and October 31 – Any other time must be approved by the township trustee's. PTO is accrued weekly at the following rate:

0-5 years of employment 10 days per year

5-10 years of employment 15 days per year

10-15 years of employment 20 days per year

15+ years of employment 25 days per year

Paid Holidays – Same as the Clark County Engineers Office (changes yearly)

Insurance Package – Health, Dental, Disability & Life – 85% paid by the township.

Deferred Compensation available if desired (No costs are paid by the township)

Employment

Wages will be determined considering the qualifications of the employee

There will be a six (6) month employment probation period.