

Trustees:

Neil E. Rhoades
Donald D. Pence
Thomas N. Mercer

**Fiscal Officer:**

Patricia M. Quillen

JOB DESCRIPTION FOR ROAD WORKER

Responsibilities:

Under the direction and supervision of the Concord Township Road Superintendent, the Road Worker performs the required daily operations of the Township. Included are the maintenance of roads and ditches, parks, cemeteries, facilities, and equipment.

Qualifications:

High school graduate or equivalent. Knowledge and experience preferred in road and grounds maintenance and demonstrated skill to operate related equipment used in this work such as dump truck, snow plow, backhoe, tractor mowers, light and medium mowing equipment, and other light and heavy equipment. Must possess a valid Ohio Commercial Driver's license, Class B.

Major Duties:

- A) Operate Township equipment as required to remove snow and spread salt and/or abrasives on roadways.
- B) Operate Township equipment as required to remove brush and leaves from roadside.
- C) Operate Township equipment to mow roadside ditches and other Township maintained grass areas.
- D) Perform manual labor tasks associated with the maintenance and repair of roadways and roadside ditches (e.g., shovel and spread blacktop, fill pot holes with cold and/or hot patch, dig trenches and ditches, shovel and plow snow, spread salt, pick up trash and debris, cut brush, trees, and shrubs, and mow grass).
- E) Perform maintenance and mechanical repair work on all vehicles and equipment including gas, diesel, and electric powered.
- F) Perform preventative maintenance procedures on all vehicles and equipment (e.g., tune engines, change fluids, replace pumps and motors, replace lights, maintain hydraulic systems, etc.).
- G) Maintain record of equipment repairs and maintenance; maintain preventative maintenance records and reports.
- H) Assist as requested to investigate and respond to citizen complaints and inquiries.
- I) Maintain good relations with the citizens.
- J) Perform safe work practices in all work and insure a safe work environment.
- K) Attend outside meetings as requested to represent the Township.
- L) Perform related duties as assigned.

Required Knowledge, Skills, and Abilities

Thorough knowledge (a) of safety practices and procedures; (b) preparing and inspecting vehicles daily prior to use; (c) light to heavy equipment mechanics, maintenance and repair (gasoline, diesel, and electric); (d) hydraulic repair principals and procedures; (e) ability to understand manuals and verbal instructions technical in nature.

Proven ability (a) to cooperate with coworkers and the general public; (b) deal with problems involving several variables in familiar context; (c) operate heavy equipment; (d) be skilled in the operation of light to medium equipment, use of hand, air, and power tools; (e) maintain accurate records; (f) read, copy, and record figures and information correctly (g) carry out basic but detailed written and oral instructions; (h) be called out on other than normal working hours; (i) to demonstrate physical fitness; (j) present yourself in a professional manner.