



**JOB TITLE:** Maintenance Worker I  
**DEPARTMENT:** Service  
**CLASSIFICATION:** Full Time  
**FSLA STATUS:** Non-Exempt

## **MIAMI TOWNSHIP SERVICE**

Job Description

### **POSITION SUMMARY**

Under the supervision of the Road and Park Maintenance Supervisors perform routine work consisting of skilled, unskilled, and manual tasks requiring the use of heavy physical labor. Perform all work with respect to accepted safety practices.

### **SUPERVISION EXERCISED**

- None

### **EDUCATION/EXPERIENCE**

- High School Diploma or equivalent.
- Minimum of six (6) months experience in road and repair work or related construction or grounds and landscape repair methods.
- Experience in use/operation of tools and light to medium equipment.
- Possession of a valid Ohio Commercial Driver's License.

### **MINIMUM ACCEPTABLE CHARACTERISTICS AND ABILITIES**

- Knowledge and application of safety practices and procedures.
- Knowledge and application of roadway maintenance, equipment repair, construction tools and techniques.
- Knowledge and application of street sign installation.
- Skills in operation of medium and light equipment.
- Skills in operation of power tools.
- Ability to perform routine maintenance tasks.
- Ability to carry out detailed but basic written and oral instructions.
- Ability to understand manuals and verbal instructions technical in nature.
- Ability to cooperate with co-workers on group projects.
- Ability to demonstrate physical strength and work long hours under less-than-optimal work conditions.
- Ability to work before and/or after hours when necessary.

### **ESSENTIAL FUNCTIONS AND DUTIES**

- Perform routine maintenance tasks including but not limited to work on asphalt and concrete roadways and bridge approaches, clean and check culverts, catch basins, and other drainage structures, load and unload stone, gravel, asphalt, timber, and heavy mechanical equipment.





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- Remove snow from roads and apply salt/sand on icy roads.
- Dig graves, mow roadways, rake and load leaves and brush.
- Pour concrete and fill pavement cracks with asphalt; shovel and rake asphalt mix in road repairs.
- Dig and backfill ditches.
- Drive a truck on a full time or intermittent basis.
- Perform a variety of other heavy manual work in connection with cleaning, maintenance and construction of roads, parks, cemeteries, driveways, storm sewer lines, and township owned buildings and grounds.
- Operate light to medium equipment (e.g., chipper, dump truck, pick-up truck, tractor, roller, snow plow, mowing equipment, concrete mixer, chain saw, weed eater, back hoe, etc.) utilized in the repair and maintenance of roads, parks, cemeteries, and township owned buildings and grounds.
- Clean and perform routine maintenance tasks on vehicles and equipment.
- Perform custodial tasks in buildings as required.
- Make, install, and repair street signs.
- Adhere to all accepted safety procedures.
- Other duties as assigned.

### PHYSICAL REQUIREMENTS

- There is regular and continuing exposure to inclement weather and extremes in temperature.
- There is regular exposure to dirt, soiling of clothing and being in close proximity to construction equipment.
- Effort is exerted regularly for sustained periods of time.
- Strain may be intense for frequent or moderate duration.
- Manual dexterity is high due to complex vehicle operational controls.
- Effort involves moderate lifting, pushing, pulling, reaching, bending and more than normal visual and hearing acuity.
- Work may require effort during non-standard work hours.
- There is a daily involvement with work that has the chance of major injury or loss of life.

### DISCLAIMER AND EMPLOYEE ACKNOWLEDGMENT

*The information provided in this job description is intended to indicate the general nature and level of work performed by an incumbent within this position. It is not to be interpreted as a comprehensive inventory of all functions, responsibilities, duties, qualifications, working conditions and physical demands required of employees assigned to this position. Management has the sole discretion to add, modify and/or designate functions, responsibilities, duties, qualifications, working conditions and physical demands of the position at any time. This job description does not constitute an*





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*employment agreement between the employer and the incumbent. By signing below I acknowledge that I have read and understand this Job Description and the provisions of this Disclaimer.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**DATES AND APPROVALS**

Authorized by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

