JOB DESCRIPTION

Part Time
Road Maintenance
Employee
Canton Township

The statements below generally reflect the principle functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be expected on the job. Final authority for job assignments and work requirements for all Canton Township employees rests with the Canton Township Board of Trustees.

Work Week – Daily Schedule: M-F, 7:00am-3:30pm (½ hour unpaid lunch).
Average of 3.5 days a week. (28hrs.)
No more than 1500 hrs. in a calendar year.
Evening/Weekend Overtime Required as deemed necessary by the Public Works Director.

DESCRIPTION OF WORK

General Statement of Duties:

Provide general maintenance of township roadways and properties.

Supervision Received:

General supervision from the Public Works Director / Assistant Public Works Director.

Major Duties of Road Maintenance Employee:

1. Drives and operates dump truck (requires CDL class A or B endorsement)
2. Snow Removal on Township roadways, includes but not limited to:
   - Drives and operates snow plow
   - Applies salt
   - Operates, attaches, and detaches spreaders, plow blades and other related equipment necessary for snow removal
3. Operation of construction equipment (may require hearing protection) including but not limited to:
   - Front end loader
   - Backhoe
   - Chipper/shredder
   - Chain saw
   - Roller
   - Hot Box
   -
   - Trucks/trailers
   - Excavator
   - Aerial truck
   - Mowing equipment

4. Assists installation of:

    - Culverts
    - Catch basins
    - Sign Posts
    - Traffic Control Signs
    - Street Name Signs

5. Places and picks up barricades and cones at designated locations for construction safety or community activities.

6. Removes foreign objects from road and right-of-way which may obstruct traffic: disposes of same, including dead animals.

7. Manual labor (must be able to lift up to 80lbs) including but not limited to:

    - Mixing mortar
    - Catch basin repair
    - Digging/shoveling/raking
    - Loading/unloading
    - Spreading material
    - Patching chuckholes (may require extended periods of walking)
    - Climbing ladders
    - Cutting brush

8. Lawn care to include but not limited to:

    - Mowing
    - Weed eating
    - Pulling weeds
    - Mulching

9. Responsible for careful operation of any township vehicles including but not limited to:

    - Monitor condition and performance
    - Perform routine maintenance
    - Reports maintenance needs to Road Mechanic

10. Attends scheduled safety meetings.

11. Complies with all posted safety rules and practices.

12. Reports safety concerns and any operating problems to Supervisor promptly.

13. Maintains a clean and orderly work environment including vehicle(s) and garage space.

14. Reports any accidents or injury to Public Works Director promptly and completes accident report form.

15. Performs other duties as requested or required by Public Works Director or his designee in his absence.

16. Must maintain a minimum of a class A or B CDL endorsement and current medical card.