

**HAMILTON TOWNSHIP
JOB POSITION DESCRIPTION**

Position Title: **Highway Service Worker 2**
Department: Road
Immediate Supervisor: Road Supervisor
Pay Rate: Determined by Union Contract
Classification: M – F (some evening and weekends required) / 7:00 – 3:30 p.m. /
Non-Exempt / Bargaining-Unit Member

JOB DESCRIPTION:

The Highway Service Worker 2 is responsible for providing a highly visible function for the township residents – the maintenance and upkeep of township roads, buildings, and grounds. As such, the service worker needs to maintain a neat and clean appearance and wear issued uniforms. The Highway Service Worker 2 performs all duties as defined in the job description for Highway Service Worker 1; performs specialized and complicated excavation of ditches and trenches, waterways, and gravesites; performs loading and moving of soil, gravel, brush, and other material; operation of specialized maintenance equipment (e.g., backhoe, roller, asphalt re-claimer, and other maintenance equipment).

SKILLS REQUIRED:

Any combination of training and work experience which indicates possession of the skill, knowledge, and abilities listed above. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. An example of acceptable qualifications for this position is:

- High School Diploma or G.E.D.
- Basic knowledge of mechanic, carpentry, garden, and other hand tools.
- Valid Ohio Driver's License: CDL-A with Air Brake endorsement to operate motorized equipment of size and type regulated by sections 4506.1, 4506.03, and 4506.12 of the Ohio Revised Code.
- Operation of dump truck with attachments (6 month training and/or experience needed).
- Operation of farm tractors with attachments (6 month training and/or experience needed).
- Operation of riding and push mowers (6 month training and/or experience needed).
- Operation of passenger vehicles (cars and pick-up trucks)
- Ability to operate specialized maintenance equipment (e.g. compactors, jack hammers, chain saws, weed cutters, air compressors, cutting tools [saws], basic levels, survey tools, metal detectors, and other equipment as needed)
- Operation of complicated machinery required for the maintenance of roadways, waterways, building, and grounds (backhoe, roller, asphalt re-claimer, and other maintenance equipment) [1 year experience and/or 18 months training in the operation of stated specialized machinery needed].
- Operate and maintain two-way radio equipment.
- Operate and maintain cellular phone. Willing to carry this equipment on and off duty.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to apply concepts such as commissions, fractions, percentages, ratios, and proportions to practical situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to assess, plan, organize, and execute essential job functions without a need for constant supervision.

- Ability to cooperate with fellow employees and general public.
- Ability to understand written and oral instructions.
- Ability to exhibit emotional stability and courage in performing potentially dangerous duties under stress; must be of good moral character with ability to distinguish and disseminate sensitive information; must become knowledgeable of geography of Township.

REQUIRED CERTIFICATES, AND/OR LICENSE

- CDL-A with Air Brake endorsement to operate motorized equipment of size and type regulated by sections 4506.1, 4506.03, and 4506.12 of the Ohio Revised Code.
- Through knowledge of safety procedures and requirements for the excavation of trenches and the operation of specialized maintenance equipment as required by Federal and State Regulatory Agencies.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Meets entry level physical requirements pertaining to health as required by OSHA.

While performing job duties, the employee is regularly required to talk, hear, and use hands to finger, handle, or feel. The employee frequently is required to stand and reach with hands and arms. The employee is occasionally required to walk, sit, climb or balance, stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move more than 10 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles, outside weather conditions, and vibration. The employee is frequently exposed to moving mechanical parts, toxic or caustic chemicals, extreme cold, and extreme heat. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; risk of electrical shock; explosives; and risk of radiation. The noise level in the work environment is usually loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; polygraph; physical; psychological profile; drug and alcohol test; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Hamilton Township is an Equal Opportunity Employer and has a drug and alcohol free working environment. If you are selected for employment you must be willing to allow the following tests be done in order to commence work:

***Oral Board / Panel Interview(s) * Background Investigation * Polygraph * Alcohol Test * Drug Test**