



**BOARD of TRUSTEES
MIAMI TOWNSHIP
HAMILTON COUNTY, OHIO**

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*Trustees
Jack E. Rininger
Daniel K. Blanton
Mike Robison*

*Fiscal Officer
Cindy Oser*

*Administrator
Dan Reid*

Miami Township Maintenance Worker

TITLE: Maintenance Worker
DEPARTMENT: Maintenance
CLASSIFICATION: Full Time, Hourly (non-exempt)
REPORTS TO: Road Superintendent
AMENDED: February 15, 2023

GENERAL SUMMARY: Under general supervision, the Maintenance Worker performs general maintenance duties, general cemetery duties, repairs and installs guardrails, cuts shrubs and trees, mows grass, removes refuse and trash, assists in snow and ice removal activities, operates tractor mower, performs routine maintenance and repair on trucks.

QUALIFICATIONS:

- Completion of secondary education or equivalent (high school diploma or GED)
- Maintenance or repair of vehicle or equipment repair knowledge
- Or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.
- Must possess a valid state of residency driver's license.
- Must remain insurable under the Township vehicle's insurance policy.

JOB DUTIES:

- Performs general road maintenance duties (i.e. cuts brush, shrubs and trees; mows grass; removes refuse and trash)
- Patches and seals roadways and repairs berms; repairs and installs guardrails, barricades, walls, inlets, headwalls, manholes, etc
- Digs ditches, graves, and installs culverts, pipes, guardrails, barricades, walls, inlets, headwalls, manholes, etc.
- Assists in snow and ice removal activities, loads truck with front end loader, drives dump truck (including tandem axle) to spread salt or plow snow;
- Operates tractor mower;
- Operates 2 way radio
- Performs routine maintenance and repair on trucks and equipment; operates wheeled tractors with accessory equipment; drives pick-up truck
- Operates light and hand held equipment (i.e. chain saw, air compressor, shovels, picks, jackhammer, etc.)

- Uses necessary hand tools.
- Completes routine forms recording man-hours, materials, equipment, etc.
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- Demonstrates regular and predictable attendance.
- Due to the nature of the job, when scheduled for on-call assignment, the Maintenance Worker must be available to return to work after normal work hours or on the weekends and/or holidays when called to do so.
- Performs other duties as assigned by Road Superintendent, Township Administrator or Board of Trustees.