

# SYLVANIA

## TOWNSHIP

## POSITION DESCRIPTION

**TITLE:** Utility

\_\_\_ EXEMPT \_X\_ NON-EXEMPT

**DEPARTMENT:** Road & Service

**SALARY:** \$25.16 Hr. - \$31.45 Hr.

**REPORTS TO:** Road Foreman

**ESSENTIAL FUNCTIONS:** Under the immediate supervision of the Road Foreman and under the general supervision of the Road Superintendent, perform semi-skilled and skilled labor in maintenance, construction, repair and service work of Township roads, storm sewers, curbs, infrastructure within the right of way, snow, and ice control operations. This position is subject to emergency call outs and must be able to work scheduled and unscheduled overtime, including nights, weekends and holidays as required.

**OTHER FUNCTIONS:** Operate a variety of equipment, machinery and tools used in department projects and activities. Perform maintenance and burials in a cemetery.

### EDUCATION/EXPERIENCE:

**MINIMUM:** High school diploma or GED, 2 years' experience in related field and operation of general construction equipment. Valid Class A CDL, Acquire Tanker endorsement within 6 months of hire.

**DESIRED:** High school diploma or GED, 5 years' experience in related field with experience operating heavy equipment, paving, concrete, and storm drainage work. Valid Class A CDL with Tanker endorsement.

### NECESSARY KNOWLEDGE/SKILLS/ABILITIES:

- Knowledge of safe equipment operating procedures
- Ability to learn safe operating procedures of new equipment
- Possess a basic understanding of Concrete and Asphalt materials
- Read and understand a level and mechanical tape measure
- Possess basic math skills
- Knowledge of general construction materials and practices
- Knowledge of traffic laws and rules involved in vehicle and equipment operations
- Knowledge of occupational hazards and safe work practices
- Operate basic computer programs

**SUPERVISION RECEIVED/EXERCISED:**

- Reports directly to Road Foreman
- Work independently or with others
- Work assigned at the discretion of the Superintendent or designee based on operational needs

**WORK ENVIRONMENT/PHYSICAL DEMANDS:**

- Frequent exposure to fumes, dust, outdoor allergens and moderate noise
- Ability to lift and move heavy objects up to 50 pounds
- Able to stand and work for long periods
- Ability to push, pull, twist, kneel and squat frequently
- Frequent inclement weather work
- Must be able to establish and maintain working relationship with other employees

**TOOLS & EQUIPMENT USED:**

- Power and Mechanical hand tools
- Backhoe, Excavator, Front Loader, Skidsteer
- Variety of Dump trucks
- Chainsaws, Brush Chipper, Leaf Loader
- Tractor Mowers, push mowers, weed whipper
- Portable lifting devices
- Overhead Cranes
- Street Sweeper, Sewer Jet
- Generators, compressors, pumps

**SPECIAL REQUIREMENTS:**

- Class II or III safety apparel worn in the road right of way
- ANSI certified protective toe boot required
- Safety clothing allowance provided
- Tobacco & Drug Free work environment, random testing performed

DISCLAIMER: The omission of specific duties does not exclude them from the position. The job description does not constitute an employment agreement between the employee and the employer and is subject to change by the employer as the needs of the employer and requirements of the job change. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_