



# **Xenia Township**

## **Road Department**

**Service Worker I**  
**Position Description**

**Time of work:** Full-time  
**Supervisor:** Superintendent

**PURPOSE OF CLASSIFICATION:** The fundamental reason this classification exists is to undertake a range of tasks related to road maintenance activities and to participate in the maintenance of Township buildings and facilities, including minor repair tasks.

### **ESSENTIAL FUNCTIONS:**

- Perform a variety of skills--carpentry, mechanical and masonry tasks;
- Operate heavy equipment necessary for departmental operations;
- Measure and estimate quantity of material needed for routine jobs;
- Assist in maintaining a well-organized functioning and clean shop. Perform regular housekeeping to keep a safe working environment;
- Maintain a commitment to a high standard of safety, comply with all safety rules/policies, and report actual and potential safety violations to the Superintendent of Roads and Services;
- Assist in maintaining buildings, grounds and equipment to include, but not limited to, sweeping, picking up, washing, waxing and painting;
- Conduct all operations in a respectful and responsible way, ensuring that all decisions and actions comply with Township policies and procedures;
- Work effectively with coworkers and others; listen to and objectively consider ideas and suggestions from others; keep commitments; keep the Superintendent informed of work progress and issues; address problems constructively and objectively.

### **REQUIRED KNOWLEDGE, SKILLS & ABILITIES:**

- Basic knowledge of mechanical, plumbing, heating and electrical systems;
- Basic knowledge of heavy equipment operations;
- Basic knowledge of the occupational hazards and safety precautions of the work environment;
- Basic knowledge of all roadway maintenance methods and practices is helpful;

#### Ability to:

- Shovel and rake gravel, dirt and asphalt for extended periods of time in all types of weather;
- Operate backhoes, wheel loaders, dump trucks, street sweepers and tractors for extended periods of time;
- Operate snow plows and salt trucks
- Use a lawnmower and other landscaping tools;
- Use 90-pound jackhammers;
- Communicate by radio with employees;
- Use a variety of power and hand tools, including either concrete saws and asphalt and concrete finishing tools necessary for road projects, construction and in-house street repair; or those needed for the maintenance and repair of vehicles and equipment, including welding and fabrication;
- Use a variety of equipment, including lawnmowers, tool boxes, sign materials;
- Able to lift 40-80 pounds;
- Install signs and banners at ground level on all types of poles;
- Remove trash, debris and dead animals from roadways and public right-of-ways;
- Read and comprehend maps, street signs and construction drawings for road repair;
- Read and comprehend operation manuals for hand tools and other equipment;
- Practice work place safety;
- Follow instructions with little to no supervision;

- Comprehend and make inferences from written material;
- Follow instructions, respond to management direction and solicit feedback to improve performance.

Additional Requirements:

- Ability to work varying schedules, including weekdays and occasional weekends, holidays and evenings;
- The individual in this position is consistently at work on time;
- This position requires the use of Township vehicles on Township business. The individual must be physically capable of operating the vehicle(s) safely, possess a valid Ohio Driver's License and have an acceptable driving record. Use of a personal vehicle for Township business will be prohibited if the employee is not authorized to drive a Township vehicle or if the employee does not have personal insurance coverage;
- Perform other functions as assigned.

**LICENSE/CERTIFICATION REQUIRED:**

Must be 18 years of age or older, possess a valid Ohio Driver's License, high school diploma or equivalent, Class B or better Commercial Driver's License (CDL), previous experience with a public works department or in the construction industry, or the equivalent combination of experience and training.

**WORKING CONDITIONS:**

Lifting and maneuvering heavy objects (40 - 80 pounds), standing and/or bending for long periods of time, work in small areas and in all weather conditions.

# XENIA TOWNSHIP

# Application

# For Employment

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

Position Applied For: \_\_\_\_\_ Date of Application \_\_\_\_\_

_____	_____	_____	_____	_____
Last Name	First Name	Middle Name		
_____	_____	_____	_____	_____
Address	City	State	Zip Code	
_____	_____	_____	_____	_____
Telephone Number(s)	_____	Social Security Number	_____	_____

Have you ever filed an application with us before? \_\_\_\_ Yes \_\_\_\_ No If Yes, give date \_\_\_\_\_

Have you ever been employed with us before? \_\_\_\_ Yes \_\_\_\_ No If Yes, give date \_\_\_\_\_

Are you currently employed? \_\_\_\_ Yes \_\_\_\_ No

May we contact your present employer? \_\_\_\_ Yes \_\_\_\_ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? (*Proof of citizenship or immigration status will be required upon employment.*) \_\_\_\_ Yes \_\_\_\_ No

On what date would you be available for work? \_\_\_\_\_

Are you available to work: \_\_\_\_ Full Time \_\_\_\_ Part Time

Are you currently on "lay-off" status and subject to recall? \_\_\_\_ Yes \_\_\_\_ No

Can you travel if a job requires it? \_\_\_\_ Yes \_\_\_\_ No

Have you been convicted of a felony within the last 7 years? \_\_\_\_ Yes \_\_\_\_ No

*Conviction will not necessarily disqualify an applicant from employment.*

If Yes, please explain: \_\_\_\_\_

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

## EDUCATION

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				

Describe any specialized training, apprenticeship, skills or other job-related training: \_\_\_\_\_

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## EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1. Employer		<u>Dates Employed</u> From To		Work Performed
Address				
Telephone Number				
Job Title	Supervisor			
Reason for Leaving				
2. Employer		<u>Dates Employed</u> From To		Work Performed
Address				
Telephone Number				
Job Title	Supervisor			
Reason for Leaving				

<b>3. Employer</b>		<u>Dates Employed</u>		Work Performed
		From	To	
Address				
Telephone Number				
Job Title	Supervisor			
Reason for Leaving				

### References:

1. \_\_\_\_\_ ( )  
 \_\_\_\_\_  
 (Name) Phone #  
 \_\_\_\_\_  
 (Address)
2. \_\_\_\_\_ ( )  
 \_\_\_\_\_  
 (Name) Phone #  
 \_\_\_\_\_  
 (Address)
3. \_\_\_\_\_ ( )  
 \_\_\_\_\_  
 (Name) Phone #  
 \_\_\_\_\_  
 (Address)

### APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date

# Xenia Township

## Release of Information Agreement

Name: \_\_\_\_\_ SSN: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

TO WHOM IT MAY CONCERN: I am an applicant for a position with Xenia Township. Xenia Township needs to thoroughly investigate my employment background and personal history to evaluate my qualifications to hold the position for which I applied. It is in the public's interest that all relevant information concerning my personal and employment history be disclosed to the appropriate department.

I hereby authorize any representative of Xenia Township bearing this release to obtain any information in your files pertaining to my employment records and I hereby direct you to release such information upon request of the bearer. I do hereby authorize a review of the full disclosure of all records, or any part thereof, concerning myself, by and to any duly authorized agent of Xenia Township. Whether said records are of public, private, or confidential nature. The intent of this authorization is to give my consent for full and complete disclosure. I reiterate and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation that may provide pertinent data for Xenia Township to consider in determining my suitability for employment in that department. It is my specific intent to provide access to personnel information, however personal or confidential it may appear to be.

I consent to your release of any and all public and private information that you may have concerning me, my work record, my background and reputation, my military service records, educational records, my financial status, my complaints or grievances filed by or against me, the records or recollections of attorneys at law or other council (whether representing me or another person in any case, either criminal or civil, in which I presently have or have had an interest), attendance records, polygraph examinations and any internal affairs investigations and discipline, including any files which are deemed to be confidential and/or sealed.

I hereby release you, your organization, and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release you as the custodian of such records of

\_\_\_\_\_ organization, including it's officers, employees, or related personnel both individually and collectively from any and all liability or damages of whatever kind which may at any time result to me, my family, my heirs or associates because of compliance with this authorization and request of the duly accredited representative law enforcement organization requesting the information pursuant to this release will discontinue processing my application if you refuse to disclose the information requested.

For and in consideration of Xenia Township's acceptance and processing of my application for employment, I agree to hold Xenia Township, it's agent and employees harmless for any and all claims and liability associated with my application for employment or in any way connected with the decision whether or not to employ me with Xenia Township. I understand that should information of a serious criminal nature surface as a result of this investigation such information may be turned over to the proper authorities.

I understand my right under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access and to disclosure of records, and I waive those rights with the understanding that information furnished will be used by Xenia Township in conjunction with employment procedures.

A photocopy or FAX copy of this release form will be valid as an original thereof, even though the said photocopy or FAX copy does not contain an original writing of my signature.

This waiver is valid for a period of 120 days from the date of my signature.

Should there be any questions as to the validity of this release, you may contact me at the address listed on this form.

I agree to pay any and all charges or fees concerning this request and can be billed for such charges at the address listed on this form.

I agree to indemnify and hold harmless the persons to whom this request is presented and his agents and employees from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

(Must be notarized below)

Before me, a Notary Public in and for the State of Ohio, personally appeared \_\_\_\_\_ who acknowledged that \_\_\_\_\_ did sign the foregoing instrument and that the same is \_\_\_\_\_ free act and deed. In Testimony Whereof, I have hereunto affixed my name and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public