

Norwich Township Road / Cemetery Laborer

Where: Wesley Chapel Cemetery

3225 Dublin Road

Hilliard, Ohio 43026

Reports to the Road Superintendent / Cemetery Sexton

Hours: 40 Hours per week (Monday – Friday)

Pay: \$16.00 per hour

FLSA Status: Non- Exempt



Summary

Under the general supervision of the Road Superintendent / Cemetery Sexton, the Road / Cemetery Laborer will perform a variety of tasks comprised of manual labor. The Laborer will assist in the repair, maintenance, and construction of township roads, stormwater systems, grounds, and property. As a Laborer, this position will act as the lead in the absence of both the Road Foreman and Road Superintendent.

Equipment and Job Functions

Operates a variety of equipment including heavy-duty trucks equipped for snowplowing and salt spreading, pickup trucks, mowers, chainsaws, weed eaters, bush hogs, backhoe, and other light equipment including; power tools and manual equipment necessary to daily operations. The worksite is the Township Road complex. This may include other worksites both in and out of the Township depending on the circumstances.

Essential Functions- Examples of Duties

The Road / Cemetery Laborer will perform any and all jobs as needed and should demonstrate a high degree of self-direction and professionalism in performing the duties and responsibilities of the position. Performs duties under adverse weather and road conditions in order to ensure the safety of the public. Available to be called out for work during other than normal working hours. Maintains Township roads, right-of-ways, and drainage to assure safe use by the public. Assist in grave openings and closings and directing traffic in the cemetery during burials. Keeps the Road Superintendent informed of problems relating to roads and cemeteries and make recommendations as needed.

Additional Examples of Work Performed

- Performs a variety of tasks involving physical labor, including, but not limited to plumbing, carpentry, electric work, landscaping, painting, building, and general maintenance
- Inventories and maintains materials and supplies necessary for the functioning of repair and maintenance duties
- Reports any damage or vandalism to township property, as well as any issues relating to the safety of employees and the public
- Performs various physical labors, including, but not limited to hauling, cutting, cleaning, shoveling, and painting. Operates a variety of manual and power tools and equipment appropriate to job-related tasks
- Performs routine maintenance and minor repair work such as lubricating and cleaning job-related vehicles, machinery, tools, and equipment
- Maintains safety regulations
- Forwards complaints from citizens to the Road Superintendent / Cemetery Sexton
- Performs any additional duties as directed by the Road Superintendent / Cemetery Sexton, Township Administrator or Township Trustees

Desirable Knowledge, Skills, and Abilities

- Thorough knowledge of the operation and maintenance of job-related vehicles, machinery, tools, and equipment
- Thorough knowledge of the occupational hazards and appropriate safety practices necessary for the safe performance of assigned duties
- Ability to perform heavy manual labor for extended periods of time in possible adverse weather conditions
- Ability to understand and follow oral and/or written instructions
- Skills in communicating with the general public
- Ability to maintain files and records efficiently
- Knowledge of standard office equipment
- Ability to work with limited supervision

Qualifications

High school diploma or equivalent

Possession of a valid Ohio Driver's License free from excessive violations and be and remain insurable under the Township's vehicular insurance policies

A minimum of two (2) years of experience in the related job field

Commercial Driver's License preferred

Contact our Township Office or visit our website at www.norwichtownship.org to receive a copy of the Employment Application.

Applications can be emailed to jobopportunity@norwichtownship.org or dropped off at 5181 Northwest Parkway, Hilliard, Ohio 43026 and must be completed and received by 4:30 pm on October 26, 2018.