



SPENCER TOWNSHIP

630 NORTH MEILKE ROAD HOLLAND OHIO 43528

419.865.2883 www.spencertownship.org

ROAD AND BUILDING MAINTENANCE WORKER

Organization: Spencer Township (Lucas County, Ohio)

Location: Spencer Township Maintenance Building and Town Hall
630 North Meilke Road, Holland, Ohio 43528

Schedule: Part-time, non-exempt, non-bargaining unit position
and is an at-will appointment by the Board of Trustees

Work Hours: Requires flexible hours
(may be required to work evenings, weekends or holidays).
Must be able to respond quickly to emergencies.

Compensation: Base Salary \$15.75

Unposting Date: 5:00 p.m. on November 30, 2018

Job Duties: This position will perform a number of essential functions including but not limited to the following: Operate basic equipment and vehicles owned by the township to perform general maintenance and repair of the roads, building and property of Spencer Township. Maintain, repair, and clean roadways and right-of-ways (e.g. remove trash, debris, and dead animals; ensure traffic visibility on corner lots; mow grass; trim weeds, apply weed killer); perform snow and ice control on township roads, building grounds, and the fire department parking lot by operation of snow plow with spreader, brine dispensing equipment, dump truck with attachments; fill potholes; place high water signs; post and remove zoning signs; maintain, repair, and install traffic signs; perform emergency response and clean up in all weather conditions.
Perform basic care, scheduled maintenance, and minor repairs on equipment and vehicles (e.g. sharpen, sand, paint, lubricate, replace light bulbs, check tires for wear and pressure, refuel, wash and clean vehicles and equipment to prevent rusting; change tailgates and snow plow blades).

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Perform landscape work, general labor, cleaning, and maintenance at town hall and maintenance building; ensure preventative maintenance and routine safety checks; stock, load and unload supplies and materials and complete other related maintenance assignments; perform miscellaneous bookkeeping tasks; keep daily records and inventory; respond to general inquiries from public.

Qualifications: Formal education in arithmetic which includes addition, subtraction, decimals, percentages, and fractions; ability to read, write and speak common English vocabulary; three months experience in operating basic equipment; physical ability to perform tasks.

Applicant must have a valid Ohio driver's license and a Class B Commercial Driver's License to operate motorized equipment of size and type regulated by section 4506 of Ohio Revised Code. Licensures must be maintained over the course of employment.

Per ORC 4506.20, applicants applying for positions as a driver of a commercial motor vehicle must provide their employment history for the ten (10) years preceding the date the employment application is submitted.

Candidates will be selected based in part on meeting prescribed minimum qualifications, including education and/or experience or licensure requirements of this position. The final candidate selected for the position will be required to undergo a criminal background check.

To Apply: Interested applicants should send their cover letter, resume, certifications, and any additional attachments to the Spencer Township Administrative Office 630 North Meilke Road Holland Ohio 43528 or to pbaum@spencertownship.org.

Applicant finalists may be administered skills assessment(s) and/or subsequent interviews if deemed necessary. A conditional offer of employment will be extended by the Board of Trustees. A final offer will be extended by the Board of Trustees upon successful completion of a satisfactory background check, reference checks, and a post-offer medical examination and drug-screening.