# JOB DESCRIPTION

|  |  |
| --- | --- |
| Division/Department: | Service |
| Location: | 155 Olde Ridenour Road |
| Job Title: | Service Specialist II |
| Reports to: | Foreman |
|  |
| Type of position:[x]  Full-time[ ]  Part-time[ ]  Intern [ ]  Paid [ ]  Unpaid[ ]  Volunteer [ ]  Paid [ ]  Unpaid | Hours: 40/week[ ]  Exempt[x]  Non-exempt |
|  |
| SUMMARY |
| Maintain and repair Township roads, cemeteries, facilities, properties, and vehicles. |
| supervisor responsibilities |
| May be assigned to acting Foreman role as needed |
| Essential duties and responsibilities |
| * Perform general and routine maintenance and repair of Township roads, parking lots, and walkways
* Operate and perform general and preventative maintenance of Township-owned vehicles
* Operate and perform general and preventative maintenance of various types of light and heavy motorized construction equipment
* Operate and maintain various types of handheld and motorized tools
* Perform general groundskeeping maintenance and repair
* Perform various tasks and activities before, during, and after cemetery burials, funeral ceremonies, memorial services, etc.
* Perform other duties as assigned
 |
| Knowledge, skills, and abilities |
| * Knowledge of and compliance with all Township and department-specific policies and procedures
* Knowledge of basic vehicle, building, road, and electrical/mechanical maintenance and repairs
* Knowledge of geographical service area
* Knowledge of and ability to practice proper etiquette before, during, and after cemetery burials, funeral ceremonies, memorial services, etc.
* Ability to operate and maintain various hand and power tools safely and appropriately
* Ability to operate and maintain light and heavy-wheeled vehicles and motorized equipment safely and appropriately
* Ability to store and handle hazardous substances and materials safely and appropriately
* Ability to accept and follow spoken and written directions
* Ability to perform basic mathematics accurately
* Ability to perform work safely and effectively in high crime areas
* Ability to work both independently and as a part of a crew
* Ability to maintain all required licensures and certifications without lapses
* Ability to maintain a valid Ohio Driver’s License and insurability under the Township’s vehicle insurance policy
* Ability to use basic Microsoft Office 365 applications
* Ability to use a personal computer and other modern standard office equipment
 |
| other traits/competencies |
| * **Commitment to Excellence –** punctual; dependable; adaptable; flexible; accountable; trustworthy; conscientious; team player; professional; establishes and maintains respectful and effective interpersonal relationships
* **Communication –** asks questions to clarify and ensure understanding; maintains composure when faced with challenging people, situations, and circumstances; is respectful, sensitive, and considerate of cemetery visitors and funeral planners and attendees; regularly checks email and other forms of communication to stay current on Township and department-specific news, information, events, and requirements
 |
| physical requirements |
| * Always wear personal protective equipment (PPE) when required
* Frequently stand and walk
* Often sit, bend, squat, kneel, reach away from body and overhead
* Often lift, carry, push, and pull objects up to 100 pounds
* Always use arms and hands to perform routine and/or repetitive tasks and operate tools and equipment
* Often exposed to extreme weather conditions for prolonged periods of time
* Sometimes exposed to hazardous substances and materials
* Always have vision that meets established medical standards
* Always hear, read, write, understand, and clearly articulate the English language
 |
| licensure and certification requirements  |
| * Commercial Driver’s License (CDL)
 |
| other minimum requirements |
| * High School Diploma or GED; and
* At least one year as Service Specialist I or the equivalent in related experience and/or training
* Valid Ohio Driver’s License
* Ability to work irregular, overtime, and on-call hours to include evenings, weekends, and holidays
* Ability to obtain CDL within six months of employment, if applicable
 |
| ***This job description is intended to provide some illustrative examples of the duties and essential functions of this position but should not be interpreted to describe all the work or essential duties and responsibilities which may be required of employees holding this position.*** |
| print employee name: |  |
| employee signature: |  |
| date acknowledged: |  |