



## JOB DESCRIPTION

|  |  |
|--|--|
| Division/Department:   | Service  |
| Job Title:   | Service Specialist II  |
| Reports to:  | Foreman  |
| <b>Type of position:</b><br><input checked="" type="checkbox"/> Full-time<br><input type="checkbox"/> Part-time<br><input type="checkbox"/> Intern <input type="checkbox"/> Paid <input type="checkbox"/> Unpaid<br><input type="checkbox"/> Volunteer <input type="checkbox"/> Paid <input type="checkbox"/> Unpaid | Hours: 40/week<br>FLSA Status: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt<br>At Will Position: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

### SUMMARY

Maintain and repair Township roads, cemeteries, facilities, properties, and vehicles.

### SUPERVISOR RESPONSIBILITIES

None

### 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

- Proficient in basic vehicle, building, road, and electrical/mechanical maintenance and repairs
- Knowledge of geographical service area
- Proficient in practicing proper etiquette before, during, and after cemetery burials, funeral ceremonies, memorial services, etc.
- Proficient in operating and maintaining various hand and power tools safely and appropriately
- Proficient in operating and maintaining light and heavy-wheeled vehicles and motorized equipment safely and appropriately
- Thorough knowledge and ability to store and handle hazardous substances and materials safely and appropriately
- Ability to perform basic mathematics accurately
- Ability to perform work safely and effectively in high crime areas
- 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
- Demonstrates and maintains proficiency in subject area through professional continuing education.
- Ability to apply critical thinking skills to define and solve problems, collect data, establish facts, and draw a valid conclusion using judgment and analytical skills.
- Ability to deliver excellent customer service, externally and internally.
- Proficiency in grammar, writing, mathematical skills, spelling, and punctuation.
- Knowledge, adherence and aptitude to follow safety policies, procedures and practices.
- Knowledge, adherence and aptitude to follow federal, state, township, and department policies and procedures, laws and regulations.
- Ability to work effectively and de-escalate clients who may be upset, distraught, irate, emotionally or mentally or otherwise unable to function within reasonable range of constructive behavior.
- Ability to set and achieve goals.



- Ability to maintain confidentiality.
- Ability to work both independently and as a team.
- Ability to organize and prioritize work assignments, multitask with accurate refocus in a fast paced environment.
- Communicates professionally and effectively with internal and external customers, both orally and in writing.
- Ability to operate computers, related software, and standard office equipment.
- Ability to read, write, listen, comprehend and follow instructions, information and reports

**PHYSICAL REQUIREMENTS AND WORKING CONDITIONS**

- Always wear personal protective equipment (PPE) when required
- Work is performed both inside and outside with exposure to weather temperatures ranging from below 32 degrees to above 100 degrees for periods of more than one hour. Individuals are exposed to noise, vibration, physical hazards, and oil. Individual is exposed to fumes, odors, dusts, mists, gases or poor ventilation
- 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**

All required licenses and certificates must be maintained as a condition of continued employment

- Commercial Driver’s License (CDL) or ability to obtain at the direction of Director of Service

**OTHER MINIMUM REQUIREMENTS**

- High School Diploma or GED; and
- At least five- years’ experience or the equivalent in related experience and/or training desired
- Valid Ohio Driver’s License
- Ability to work irregular, overtime, and on-call hours to include evenings, weekends, and holidays
- Ability to obtain CDL at the direction of the Director of Service

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.

I have read and understand the job requirements, responsibilities and expectations set forth in the job description. I attest that I am able to perform the essential job functions as outlined with or without any reasonable accommodations.

|                      |
|----------------------|
| Print Employee Name: |
| Employee Signature:  |
| Date Signed:         |