

## **JOB DESCRIPTION**

### **Maintenance Worker 1**

Allen Township

## **BASIC REQUIREMENTS:**

### **► Maintenance**

#### **► Drainage Ditches**

- Mowing and brush control; culvert repair/installation
- Litter removal

#### **► Cemetery (Billman Rd. and Martin Williston Rd.)**

- Lawn mowing, trimming, fertilization, weed control, planting
- Tree trimming, mulching, removal/installation, fertilization, flower planting
- Headstone footer repair/installation
- Preparation of graves
- Gravel driveway repair/leveling; litter/trash removal

#### **► Signage**

- Replacement/repair

#### **► Other Open Areas**

- Maintain as necessary (mowing/weed control, litter removal)

#### **► Buildings**

- General repair as necessary (the following list is not mutually inclusive)
  - Interior/exterior painting, cleaning, caulking, window replacement, roof patching, furnace filter replacement, toilet flush mechanism repair, exterior landscape maintenance

#### **► Equipment**

- Cleaning, lube/oil/filter/grease, light tune-up, belt replacement, wheel/tire removal/replacement, bulb/windshield wiper replacement, light welding/fabrication, trouble-shooting, mower blade and chain saw chain sharpening

#### **► Roads**

- Repair (the following list is not mutually inclusive)
  - Full-depth pot hole and surface repair, berm cutting/replacement, crack sealing, paint striping

**JOB DESCRIPTION**  
**Maintenance Worker 1**

**BASIC KNOWLEDGE/SKILLS:**

- ▶ Ability to clearly communicate (verbal and written)
- ▶ Ability to follow instructions with a minimal of direct supervision
- ▶ Ability to effectively and efficiently operate all township equipment
- ▶ Ability to perform basic automotive repair functions
- ▶ Ability to perform basic building repair functions
- ▶ Ability to perform road maintenance functions

**SPECIAL CIRCUMSTANCES:**

- ▶ A Commercial Drivers License (Ohio) with air brake endorsement is required as an employment condition.
- ▶ Certain circumstances require overtime. The following list is not mutually inclusive;
  - ▶ Snow plowing/salting
  - ▶ Road blockage/damage
  - ▶ Cemetery activity
  - ▶ Special maintenance activity
- ▶ This position is exposed to significant temperature variations, works outdoors in all weather conditions and works long hours during emergencies.

**REPORTING STRUCTURE:**

- ▶ This position reports to the Allen Township Maintenance Supervisor. Both the Maintenance Worker 1 and the Maintenance Supervisor positions report to the Allen Township trustees.

# APPLICATION FOR EMPLOYMENT

*We are an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including race, color, age, sex, religion, disability, or national origin.*

## APPLICANT INFORMATION

|   |  |                             |  |                  |                              |                              |                             |
|---|--|-----------------------------|--|------------------|------------------------------|------------------------------|-----------------------------|
| Last Name                               |  | First                       |  | M.I.             |                              | Date                         |                             |
| Street Address                          |  |                             |  | Apartment/Unit # |                              |                              |                             |
| City                                    |  |                             | State  |                  |                              | ZIP                          |                             |
| Phone (s)                               |  |                             | E-mail Address                                 |                  |                              |                              |                             |
| Date Available                          |  |                             | Last four digits of SSN                        | XXX – XX–        |                              | Desired Salary               | \$                          |
| Position Applied for                    |  |                             |  |                  |                              |                              |                             |
| Are you a citizen of the United States? | YES <input type="checkbox"/>   | NO <input type="checkbox"/> | If no, are you authorized to work in the U.S.? |                  | YES <input type="checkbox"/> | NO <input type="checkbox"/>  |                             |
| Have you ever worked for this company?  | YES <input type="checkbox"/>   | NO <input type="checkbox"/> | If so, when?                                   |                  |                              |                              |                             |
| Are you employed now?                   | YES <input type="checkbox"/>   | NO <input type="checkbox"/> | If so, may we contact your employer?           |                  |                              | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Type of Employment                      | Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Summer <input type="checkbox"/> Temporary <input type="checkbox"/> |                             |  |                  |                              |                              |                             |

## EDUCATION AND OFFICE SKILLS

|   |  |                  |         |                             |  |                             |        |
|---|--|------------------|---------|-----------------------------|--|-----------------------------|--------|
| High School                               |  |                  | Address |                             |  |                             |        |
| From                                      |  | To               |         | Did you graduate?           | YES <input type="checkbox"/>   | NO <input type="checkbox"/> |        |
| College or Trade School                   |  |                  | Address |                             |  |                             |        |
| From                                      |  | To               |         | Did you graduate?           | YES <input type="checkbox"/>   | NO <input type="checkbox"/> | Degree |
| Years of Typing Experience                |  | Words Per Minute |         | Other Office Equipment Used | Printer <input type="checkbox"/> Copier <input type="checkbox"/> Fax <input type="checkbox"/> Scanner <input type="checkbox"/> Calculator <input type="checkbox"/> |                             |        |
| Computer Software and Hardware Experience |  |                  |         |                             |  |                             |        |

## EMPLOYMENT HISTORY

(LIST PRESENT OR MOST RECENT POSITIONS FIRST)

|  |  |    |                 |                                 |                             |    |  |
|--|--|----|-----------------|---------------------------------|-----------------------------|----|--|
| Company  |  |    |                 | Phone                           |                             |    |  |
| Address  |  |    |                 | Name and Position of Supervisor |                             |    |  |
| Job Title  |  |    | Starting Salary | \$                              | Ending Salary               | \$ |  |
| Responsibilities   |  |    |                 |                                 |                             |    |  |
| From   |  | To |                 | Reason for Leaving              |                             |    |  |
| May we contact your previous supervisor for a reference? |  |    |                 | YES <input type="checkbox"/>    | NO <input type="checkbox"/> |    |  |

| EMPLOYMENT HISTORY (CONTINUED)  |  |  |  |                              |  |                                 |  |                    |  |
|---|--|--|--|------------------------------|--|---------------------------------|--|--------------------|--|
| Company   |  |  |  |                              |  | Phone                           |  |                    |  |
| Address   |  |  |  |                              |  | Name and Position of Supervisor |  |                    |  |
| Job Title   |  |  |  | Starting Salary              |  | \$                              |  | Ending Salary      |  |
| Responsibilities  |  |  |  |                              |  |                                 |  |                    |  |
| From  |  |  |  | To                           |  |                                 |  | Reason for Leaving |  |
| May we contact your previous supervisor for a reference?  |  |  |  | YES <input type="checkbox"/> |  | NO <input type="checkbox"/>     |  |                    |  |
| Company   |  |  |  |                              |  | Phone                           |  |                    |  |
| Address   |  |  |  |                              |  | Name and Position of Supervisor |  |                    |  |
| Job Title   |  |  |  | Starting Salary              |  | \$                              |  | Ending Salary      |  |
| Responsibilities  |  |  |  |                              |  |                                 |  |                    |  |
| From  |  |  |  | To                           |  |                                 |  | Reason for Leaving |  |
| May we contact your previous supervisor for a reference?  |  |  |  | YES <input type="checkbox"/> |  | NO <input type="checkbox"/>     |  |                    |  |
| Company   |  |  |  |                              |  | Phone                           |  |                    |  |
| Address   |  |  |  |                              |  | Name and Position of Supervisor |  |                    |  |
| Job Title   |  |  |  | Starting Salary              |  | \$                              |  | Ending Salary      |  |
| Responsibilities  |  |  |  |                              |  |                                 |  |                    |  |
| From  |  |  |  | To                           |  |                                 |  | Reason for Leaving |  |
| May we contact your previous supervisor for a reference?  |  |  |  | YES <input type="checkbox"/> |  | NO <input type="checkbox"/>     |  |                    |  |
| MILITARY SERVICE  |  |  |  |                              |  |                                 |  |                    |  |
| Branch  |  |  |  |                              |  | From                            |  |                    |  |
| Rank at Discharge   |  |  |  |                              |  | To                              |  |                    |  |
| Type of Discharge   |  |  |  |                              |  |                                 |  |                    |  |
| If other than honorable, explain  |  |  |  |                              |  |                                 |  |                    |  |
|   |  |  |  |                              |  |                                 |  |                    |  |
| DISCLAIMER AND SIGNATURE  |  |  |  |                              |  |                                 |  |                    |  |
| I certify that my answers are true and complete to the best of my knowledge.  |  |  |  |                              |  |                                 |  |                    |  |
| If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. |  |  |  |                              |  |                                 |  |                    |  |
| Signature   |  |  |  |                              |  | Date                            |  |                    |  |