Goshen Township Service Department

Road and Cemetery Employees

The Township Road and Cemetery employee should be available to the Township when the Township has need of that employee's services and/or abilities. He/she should maintain a positive attitude toward his/her duties.

**I. Qualifications**

A. Neat and clean appearance

B. Pleasant manner and proper use of the English language

C. High School Graduate

D. Class A CDL License

E. Good physical condition-must pass a physical examination

F. Ability to communicate effectively with the public

G. Loyalty to Supervisor and ability to be trusted with confidential matters

H. Initiative to plan and work on own without supervision.

I. Reliability

**II. Duties**

A. Ability to operate heavy equipment and dump trucks (commercial drivers license required)

B. Experience in carpentry and masonry

C. Mechanical ability

D. Maintain all Township equipment and keep it in good, clean condition

E. Fill out all time sheets and other forms as required

F. Any other necessary duties delegated by the Service Director or Trustees

**III. Hours**

A. Hours shall be from 7:00am until 3:30pm, Monday through Friday, with one half hour off for lunch.

**IV. Salary and Benefits**

A. All Township employees shall be hired on a one year probationary period B. The salary is to be set by the Trustees

C. Hourly employees are paid every other Friday

D. Employees are required to pay into the Public Employees Retirement System

E. The Township will pay 95% of the Health Insurance Coverage. The employee is responsible for the other 5%. The Township pays all other medical benefits.