

Goshen Township Service Department
Director

General Description

Under the direction of The Board of Trustees, the supervision of the Administrator and consistent with the Ohio Revised Code, administers Maintenance Department resources, supervises department personnel and activities. Ensures all Township roads and vehicles/equipment are properly and safely maintained.

Qualifications

1. Valid Ohio Drivers License and a valid Ohio Commercial Drivers License.
2. High School Diploma or equivalent.
3. Experience in light construction and road maintenance/repair or equivalent training.
4. Ability to communicate effectively, both verbally and in writing.
5. Must be able to work flexible hours as required.
6. Ability to deal effectively with the public and fellow employees.

Responsibilities

1. Plan and schedule all activities of the Maintenance Department while administering professional standards and departmental policy.
2. Work with the public and fellow employees on the basis of mutual respect.
3. Investigate and respond to complaints and inquires in a professional manner.
4. Perform field inspections of various projects; prepare estimates using mathematical equations and suggestions to the Administrator using proper management procedures.
5. Maintain proper documentation as required by the Administrator.
6. Organize and direct the Maintenance Department personnel to achieve annual goals and to stimulate a cohesive work force.
7. Arranges for the sale of graves and works with funeral directors in the scheduling of funerals.
8. Analyzes and evaluates departmental operations and with input of the Administrator implements corrective measures.
9. Attends workshops and seminars; represents the Township to officials, residents and agencies in a professional manner.
10. Maintain complete and accurate records of all maintenance related activity.
11. Demonstrate flexibility and a cooperative attitude.
12. Follow policies and procedures of the Township.
13. Complete other tasks related to the position.

Inherently hazardous or physically demanding working conditions:

The employee must negotiate, use, or work in the vicinity of:

1. Medical and First Aid
2. Handling of material and supplies. (Includes mechanical handling equipment, the manner in which things are stored, and housekeeping.)
3. Hazardous chemicals.

General Duties: Safe and healthful workplace:

1. Has contact with potentially violent or emotionally distraught persons.
2. Has exposure to potentially vicious animals.
3. Has exposure to hot, cold, wet, humid, or windy weather conditions.
4. Has exposure to hazardous driving conditions.