

BATH TOWNSHIP

JOB TITLE: Seasonal Service Department Personnel	REPORTS TO: Service Director
DEPARTMENT: Service Department	EFFECTIVE DATE: April 9, 2001

JOB SUMMARY: The Seasonal Service Department Personnel conduct proper maintenance of Bath Township Properties, Cemeteries, Old Historic Town Hall, War Memorial, Bath Township Signage, Service Department, and Administration Center.

MAJOR TASKS AND DUTIES:

1. Empties trash receptacles and picks up trash on the properties on a daily basis.
2. Maintains all flower beds with attention to planting, weeding, watering, etc.
3. Maintains landscape beds with attention to edging, mulching, etc.
4. Keeps sidewalk areas clean.
5. Assists in the maintenance of the Bath Township Park System as needed.
6. Light mowing of properties owned by Bath Township.
7. Maintains all landscape beds in areas of Bath Township Signage.
8. Landscaping of areas designated within Bath Township Cemeteries.
9. Ability to design and build new landscape areas as designated on Bath Township properties.
10. Cleans and maintains parking areas on a daily basis.
11. Paints and repairs equipment and building as needed.

SPECIFIC GUIDELINES: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

MINIMUM QUALIFICATIONS:

EDUCATION/EXPERIENCE:

1. High School Diploma or GED
2. Valid Ohio Driver's License

EXPERIENCE:

1. Related grounds keeping and maintenance experience preferred.

MENTAL FUNCTIONS

Demonstrate ability to respond to difficult situations and exercise good judgment in dealing with the public in a courteous manner.

PHYSICAL FUNCTIONS:

1. Ability to work outdoors in adverse weather conditions.
2. Ability to remain alert and watchful during assigned duty hours.
3. Ability to use job-related tools or operate job related equipment, including a motor vehicle, while performing multiple tasks.
4. Ability to run, walk, stand, or sit for extended periods of time.
5. Ability to communicate information both orally and in writing.

WORKING CONDITIONS: The working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee Signature

Date