



8019 New Delaware Rd, Mount Vernon, Ohio 43050

[www.LIBERTYKNOXOH.ORG](http://www.LIBERTYKNOXOH.ORG)

**TRUSTEES:**

**DARREN LEE: 740-462-6860**

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### **Roadway Superintendent**

Liberty Township, Knox County, Ohio is accepting applications for the position of Roadway Superintendent.

### **General Description of Position**

This is a full time position that is responsible for skilled, administrative and supervisory work relating to road and right-of-way maintenance for the township. The Roadway Superintendent serves a critical role within the township and is responsible for the operation of the Road Department. The position is charged with maintaining the township roadways relating to safety and function. The position also maintains the township's real estate, equipment, vehicles and buildings. This is a position of trust, and as such, it is critical that the incumbent has the ability and desire to serve the public in a manner that does not jeopardize the safety or trust of the public, co-workers or officials. This position has a one year probationary period. The incumbent will serve under the limited supervision of the Township Trustees.

### **Job Functions:**

#### **Administrative**

- Supervision and management of part time staff.
- Maintain detailed work logs and reports as required.

#### **Roadway & Drainage Maintenance**

- Maintenance and repair of township roads in accordance with Ohio Revised Code §§ 5571 and §§ 5575.
- Patching, crack-sealing, ditch and channel maintenance, roadside berming, and culvert installation/repair.
- Roadside mowing, trimming, and vegetation control.
- Perform work with hand tools including but not limited to: digging trenches, filling excavations, mixing and placement of concrete, removal of debris from culverts, ditches and waterways.
- Tree maintenance within the right-of-way and for Township property including but not limited to the felling of trees and cutting of brush.
- Inspection, installation and maintenance of road signs.
- Inspection, maintenance and repair of guardrails and related items.
- Establish work zones and conduct traffic control for employees and public.
- Winter operations, including snow plowing, salting, and de-icing on township-maintained roads and facilities.
- Provide oversight and active assistance with annual and long-term roadway maintenance programs, for example: repaving, chip-seal, resurfacing.

### **Equipment and vehicle maintenance, operation & care**

- Charged with the safe and efficient operation of heavy equipment including: road grader, excavators, loaders, backhoes, skid steers, dump trucks, snow plows and similar equipment.
- Charged with the safe and efficient operation of mowers, chippers, chainsaws and hand tools along with servicing of mechanical equipment.
- Responsible for the routine maintenance and daily and annual inspections on vehicles and equipment.

### **Facilities & Property Maintenance**

- Maintenance of township buildings, grounds, park facilities, and equipment.
- Maintenance and care of Liberty Township cemeteries, including grounds maintenance, grave preparation and restoration, and monument/structure care.
- General labor, repairs, and execution of special projects as assigned.

### **Public Service & Safety**

- Maintain compliance with all township training and safety policies, state regulations, and best practices.
- Provide prompt and professional response to emergencies, weather events and assigned special events outside of regular hours as required.
- Conduct work in a professional manner with residents, contractors, and public officials.
- Perform and be responsible for such other duties and activities as requested or assigned by the Trustee(s).

### **MINIMUM REQUIREMENTS:**

- High school diploma or equivalent.
- Valid Ohio driver's license with a CDL class A.
- Prior experience in the operation of heavy equipment (excavator, front loader, backhoe, skid steer, etc.).
- Ability to perform physical labor required of the position in all weather conditions.
- Mechanical aptitude to make temporary or permanent repairs to equipment and the ability to use hand and power tools safely.
- Ability to collect data, define problems, establish and report facts and propose reasonable and cost effective solutions.
- Ability to read, comprehend, analyze, and interpret manuals, standards for roadway and related public works construction and township policies.
- Ability to execute basic to intermediate mathematical operations.
- Must be available (on-call) for weather event operations and emergency response.
- Ability to communicate effectively with township and other officials, peers and the public.

### **ADDITIONAL QUALIFICATIONS**

(Not required but beneficial)

- Prior experience with public works operations, snow plowing, road maintenance, equipment and vehicle maintenance and repair.
- Basic knowledge of roadway construction methods and materials, storm drainage and systems, and concrete/asphalt work.
- Ability to use computers, typical office administrative computer software, and/or applications.
- Previous state, municipal, township, or heavy construction experience.

**COMPENSATION & BENEFITS:**

- Competitive hourly wage based on experience & qualifications.
- Flex and comp-time opportunities for call-in work for weather and storm events.
- OPERS retirement (14% Township contribution, 10% employee contribution).
- Health insurance / premium reimbursement pursuant to Township policy.
- Paid time off, holidays, and sick time pursuant to Township policy.
- All required safety equipment and training provided.

**TO APPLY:**

Qualified individuals may submit a resume to:

[townshipknoxliberty@gmail.com](mailto:townshipknoxliberty@gmail.com)

List Roadway Superintendent in the subject line

Attention: Ginger Cassner

Submit the following:

- a resume of previous relevant work experience
- a copy of your valid driver's license
- documentation of any relevant certifications or endorsements (CDL, skills training, equipment training, etc.)