

**CITY OF NEW FRANKLIN  
JOB DESCRIPTION**

Job Title: Road Maintenance Worker  
Job Code: Full-time; Classified  
Department: Service Department

**SUMMARY**

Appointed by the Mayor to serve as the Road Maintenance Worker and to perform physical labor aimed at maintaining and repairing city roads; cleaning and digging ditches; removing snow and ice from roadways; and maintaining of city facilities, buildings, cemeteries and parks.

**SUPERVISOR**

Deputy Service Director  
Road Superintendent

**SUPERVISES**

None

**QUALIFICATIONS**

Applicant must possess a high school diploma from an accredited high school or GED; must be at least 18 years of age; must possess and maintain a valid Ohio Commercial Driver License (minimum CDL B) and meet good driving record requirements; have prior experience in construction and maintenance work; and have a working knowledge of the operation, maintenance and repair of trucks, tractors and heavy equipment. Must be able to work in adverse weather conditions. Must be available for on-call emergency situations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Comply with the City's policy manual and departmental Standard Operating Procedures.
2. Communicate politely and effectively with the public, elected officials, coworkers and outside contractors.
3. Understand and follow oral and written instructions, read prints, maps and documents.
4. Assemble and erect road signs; dig holes and drive posts.

5. Carry and install culvert pipes.
6. Climb into and out of roadside ditches and culverts; remove dirt, leaves and debris from ditches and pipes.
7. Install, repair and maintain catch basins and storm water pipes; assist in cleaning and unclogging storm water lines.
8. Clear tree limbs and brush from roads; trim trees; operate chainsaw and brush chipper; cut and drag brush and large logs.
9. Operate tractor to cut grass and roadside weeds.
10. Operate leaf blowers to remove leaves and debris.
11. Operate heavy duty truck with snow plow attachments to remove snow and ice from roadways; operate salt spreader.
12. Shovel snow by hand; spread salt on walkways.
13. Shovel and rake asphalt to patch roadways.
14. Shovel and rake gravel to repair berms.
15. Perform maintenance at cemeteries and parks, as needed.
16. Pick up, carry and remove dead animals (i.e. deer) from roadway by hand.
17. Keep roadways clear of debris and in a safe condition at all times.
18. Perform maintenance of city facilities and buildings, as needed.
19. Operate excavation equipment (backhoe, front end loader, Gradall, etc.).
20. Set up work zones; flag traffic.
21. Clean buildings, floors and restrooms, as needed.
22. Adhere to applicable safety rules and regulations, report potential issues, and promote a safe working environment.
23. Perform necessary maintenance and limited repairs on all equipment and vehicles; clean and inspect equipment and vehicles after each use.

24. Assist departmental supervisors when needed and handle other tasks as assigned.

By signing below, I acknowledge that I have read the above job description and am able to fulfill the job requirements and physical demands to perform the essential functions of this job.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Service Director Signature

\_\_\_\_\_  
Date