# FACILITY AND MAINTENANCE WORKER

JOB DESCRIPTION

Employer: Richfield Township Board of Trustees, Lucas County, Ohio

Reports To: Township Administrator and Richfield Township Board of Trustees
Cemetery Work Direction: Cemetery Sexton, Township Administrator, and Richfield Township Board of Trustees

## POSITION SUMMARY

Performs semi-skilled maintenance, repairs, groundskeeping, equipment operation, and general labor for Township buildings, roads, vehicles, equipment, cemetery grounds, and other Township properties. Supports safe, clean, and properly maintained facilities and provides dependable service to the public.

The duties below are illustrative. Employees may perform some or all of these duties and other related duties as assigned. Work is performed within the employee's training, qualifications, and authorized responsibilities.

## GENERAL PROPERTY MAINTENANCE AND REPAIR

Performs minor plumbing, electrical, carpentry, masonry, painting, and building repairs. Maintains fixtures, doors, windows, floors, locks, and related building components; assists with heating and cooling equipment maintenance. Prepares surfaces for painting and makes minor repairs to walls and roofs. Identifies work requiring a qualified contractor and reports repair needs.

Inspects facilities for cleanliness, damage, pests, and safety hazards; reports concerns and completes assigned corrective actions. Removes trash, litter, snow, and ice. Mows lawns, trims trees and shrubs, mulches, waters landscaping, and performs other groundskeeping duties. Maintains current Safety Data Sheets for products used.

## VEHICLE AND EQUIPMENT MAINTENANCE AND REPAIR

Inspects, cleans, fuels, and performs preventive maintenance and minor repairs on Township vehicles and equipment. Tasks include lubrication, oil and filter changes, fluid checks, tire service, sharpening blades, and replacing minor components such as bulbs, fuses, hoses, and belts. Assists qualified mechanics with major repairs.

Uses machine tools and welding equipment when trained and authorized. Conducts pre-trip inspections, maintains service records, changes snowplow blades and related attachments, provides field service or parts delivery, and keeps the garage and work areas orderly.

## ROAD AND RIGHT-OF-WAY MAINTENANCE

Inspects Township roads for hazards and weather-related conditions. Performs seasonal maintenance, including mowing and brush removal, pavement and berm patching, ditch and drainage work, debris removal, and repair or replacement of signs and route markers. Completes required utility-location coordination before excavation.

Operates Township trucks, snowplows, salt spreaders, tractors, mowers, loaders, backhoes, chippers, chainsaws, pumps, compressors, and related equipment when qualified and authorized. Hauls materials, loads and unloads supplies, plows snow, spreads salt, installs snow fencing, and assists with storm response and cleanup.

Sets up barricades, warning signs, and work zones; performs traffic-control duties as trained and assigned. Removes animal remains using approved procedures. Maintains material and supply inventories and requests purchases through Township procedures.

**CUSTODIAL SERVICES9/25/2026**

Cleans offices, common areas, kitchens, restrooms, and other Township facilities. Maintains cleaning equipment and supply inventories. When assigned, coordinates custodial tasks and trains or guides other workers in approved cleaning procedures and safe equipment use.

**FIRE DEPARTMENT MAINTENANCE SUPPORT**

Assists fire department personnel with maintenance of facilities, vehicles, tools, hoses, ladders, pumps, generators, and other equipment. Assists with inspections, equipment orientation, and safety programs as assigned. Performs specialized maintenance, testing, or repair of protective and life-safety equipment only when trained, qualified, and authorized.

**CEMETERY MAINTENANCE AND BURIAL SUPPORT**

Performs cemetery maintenance and burial support duties as directed by the Cemetery Sexton, Township Administrator, and Richfield Township Board of Trustees. Duties include preparing gravesites for interments; reading cemetery maps and marking grave locations; placing flags; assisting with funeral arrangements and coordination with funeral directors; closing graves; installing monument foundations; and completing required paperwork and records. Maintains cemetery grounds through mowing, trimming, fertilizing, watering, removing debris, and performing other assigned maintenance tasks.

**RECORDKEEPING AND GENERAL SUPPORT**

Maintains accurate work, attendance, maintenance, and service records; submits reports as requested. Assists with annual inventories of vehicles, equipment, furniture, and supplies. Answers telephone calls, maintains files, retrieves information, and gathers data for reports as assigned.

Assists with setup and cleanup for community functions and with approved community information and public communications. Attends required meetings, workshops, seminars, and training.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of building and equipment maintenance, basic repair methods, groundskeeping, and safe use of hand tools, power tools, vehicles, and machinery. Understands safe handling and storage of cleaning products, pesticides, fuels, and other materials used in the position.

Ability to read and follow instructions, maps, equipment manuals, and safety information; perform basic arithmetic; maintain accurate records; use basic computer software; identify and report hazards; prioritize assigned work; and communicate respectfully with coworkers, officials, funeral directors, and the public.

**MINIMUM QUALIFICATIONS**

Must be at least 18 years old and possess a high school diploma or GED. Requires two years of relevant training or three years of experience in maintenance and repair work, including the use of associated tools and equipment.

Must possess and maintain a valid Class A Commercial Driver’s License and demonstrate the ability to safely operate assigned vehicles and equipment. Must be able to perform the essential functions of the position, with or without reasonable accommodation.

Employment is subject to applicable Township background screening and post-offer medical and drug-testing requirements, administered under Township policy and applicable requirements.

**REQUIRED TRAINING AND CONTINUING QUALIFICATIONS**

Maintains licenses and certifications required for assigned duties, including chemical application licensing and hazardous-material responder training as applicable to the assignment. Completes safety, equipment-operation, employee-development, and other training prescribed by the Board of Trustees.

Follows Township policies, approved work procedures, product labels, Safety Data Sheets, and applicable safety requirements. Uses required protective equipment. Applies chemicals only when trained, properly licensed when required, and authorized for the specific work.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

Work involves standing, walking, bending, kneeling, reaching, climbing, digging, and operating vehicles and equipment. Handles tools, materials, and equipment weighing approximately 10 to 100 pounds, using mechanical aids or team assistance when needed for safe handling.

Works indoors and outdoors in varying weather. May be exposed to noise, dust, dirt, grease, fumes, chemicals, moving machinery, electrical hazards, traffic, and uneven terrain. Cemetery assignments require care and respectful conduct around grieving families, visitors, monuments, and burial areas.

**WORK SCHEDULE AND ASSIGNMENTS**

Works the schedule established by the Township and may be assigned evening, weekend, holiday, emergency, or on-call duties for snow removal, storm response, burials, and other operational needs. Performs other related duties as assigned.

**Disclaimer**

This job description is intended to describe the general duties and expectations of the position. It may be revised by the Richfield Township Board of Trustees at any time.

_____ Facility / Maintenance Worker

_____Trustee

_____Trustee

_____Trustee Date:_____