

Scioto Township Maintenance Department Job Description

The Scioto Township Maintenance Department is responsible for maintaining the township roads, physical facilities, and equipment owned by the Township. As Township employees and representatives, Maintenance Department employees are expected to represent the Township in a professional manner and report to the Board of Trustees.

Job Duties:

1) Township roads:

- a. Patch potholes.
- b. Berm the road edges.
- c. Trim and remove brush and trees overhanging the road right of way.
- d. Plow snow.
- e. Apply salt.
- f. Replace signs.
- g. Mow the road right of ways.
- h. Maintain and rebuild culverts and ditches.
- i. Remove obstructions in the road including trees, animals and other debris.
- j. Erect road closure signs.
- k. Establish strong communications with the Delaware County Engineer's Office.
- l. Maintain accurate and complete records on road conditions, maintenance schedule, and work accomplished.
- m. Promptly report road issues to the designated Trustee overseeing day-to-day operations of Township roads.

2) Township Cemeteries

- a. Ensure that cemeteries are kept neat, mowed and free of debris.
- b. Maintain the road system inside the cemetery.
- c. Repair damaged monuments.
- d. Dig burial sites, pour foundations for monuments and veteran monuments and markers and establish grass on new sites.
- e. Assist funeral staff in conducting burial ceremonies.
- f. Ensure that accurate and complete burial records are maintained.
- g. Promptly report cemetery issues to the designated Trustee overseeing day-to-day operations of Township cemeteries.

3) Scioto Township Park

- a. Ensure that the park is kept neat, mowed and free of debris.
- b. Twice a year, check playground equipment for damage and promptly repair as needed.
- c. Empty trash cans as needed and check condition of Porta-Let.
- d. Maintain shelter houses, picnic tables and grills.
- e. Apply weed killer on foliage when directed.
- f. Maintain the trail system by making sure that trees and brush are not impeding walkers.
- g. Replace any damaged or missing signs.
- h. Promptly report park issues to the designated Trustee overseeing day-to-day operations of Township parks.

4) Township Hall, Firehouse and Maintenance Buildings

- a. Ensure that the area around the buildings are neat, mowed and free of debris.
- b. Conduct simple maintenance and repairs on plumbing, lights, heating and cooling systems.

**Scioto Township Maintenance Department
Job Description**

- c. Maintain an organized and neat maintenance office, shop and service areas.
- d. Promptly report issues to the designated Trustee overseeing day-to-day operations of Township facilities.

5) Township Equipment

- a. Safely and properly operate the Township trucks, tractors, lawnmowers and other handheld tools and equipment.
- b. Be available for on-call to plow snow, apply salt, assist with funerals, remove road obstructions and/or erect road closure signs.
- c. Properly and regularly complete routine service and maintenance on all township equipment.
- d. Maintain accurate records on service and maintenance of the township equipment.
- e. Promptly report equipment issues to the designated Trustee overseeing day-to-day operations of Township equipment.

6) General

- a. As representatives of the township, the Maintenance Department should interact with the public in a courteous and professional manner. As there is not an official uniform, employees are to dress appropriately for the work of the day. Their appearance is to be neat and professional.
- b. Safety vests must be worn when working in any roadway.
- c. Health Department directives are to be followed including the wearing of masks, social distancing, hand washing, and sanitizing of equipment used.
- d. Maintain good communications with the Trustees including providing a weekly report for work to be completed in the upcoming week.
- e. Work cooperatively with the other employees and elected officials of the Township.
- f. Submit all requested records in a timely manner.
- g. Adhere to workday schedules as outlined by the Trustees. Recognizing that weekend funerals will provide for adjustment of work hours during the week.

7) Work requirements and Qualifications

- a. Ability to meet the physical demands of the job (standing for long periods of time, lifting heavy loads of up to 40 pounds etc.).
- b. Have a valid Ohio Driver's license with CDL designation.
- c. Report to work on-time and able to carryout the physical aspects of the job.
- d. Commitment to federal, state, and local safety rules and regulations.
- e. Carryout other duties as prescribed by the Trustees.

ACKNOWLEDGMENT

I acknowledge that the above description is a representation of the major duties and responsibilities of this position.

Employee Signature **Error! Bookmark not defined.**

Trustee

Date

Date

2022 OPWC APPLICATION
 CONSTRUCTION ESTIMATE
 SCIOTO TOWNSHIP

8/2/2021

ROAD	FROM	TO	MILES	ESTIMATE
RUSSELL RD (TR161)-CONCORD	CALHOUN RD	TWP LINE	0.157	\$52,200.00
RUSSELL RD (TR161) - SCIOTO	TWP LINE	PENN RD	1.120	\$284,900.00
TOTAL(S)			2.552	\$337,100.00

COST BREAKDOWN

SCIOTO TOWNSHIP	5.5%	\$18,519.00
CONCORD TOWNSHIP	1.0%	\$3,393.00
DELAWARE COUNTY	19.5%	\$65,734.00
OPWC	74.0%	\$249,454.00

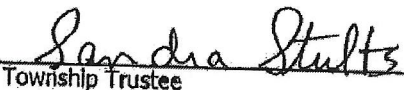
PROJECT TOTAL: \$337,100.00

The estimated useful life of the Russell Road Project is 20 years.

Estimate reviewed and approved in the amount of total listed above:


 Township Trustee

8/4/21
 date


 Township Trustee

8-4-2021
 date


 Township Trustee

8-4-2021
 date

John L. Huffman, P.E., Project Engineer

date

2022 OPWC APPLICATION
CONSTRUCTION ESTIMATE
SCIOTO TOWNSHIP

9/27/2022

ROAD	FROM	TO	MILES	ESTIMATE	% of Project	% of grant Local Share	Twp. Share of Local	DCEO Share of Local
RUSSELL RD (TR161)-CONCORD	CALHOUN RD	TWP LINE	0.157	\$74,900.00	0.1864576	\$46,512.58	\$7,096.85	\$21,290.56
RUSSELL RD (TR161) - SCIOTO	TWP LINE	PENN RD	1.120	\$326,800.00	0.8135424	\$202,941.42	\$30,964.65	\$92,893.94
TOTAL(S)				\$401,700.00				\$114,184.50

COST BREAKDOWN	
SCIOTO TOWNSHIP	7.7%
CONCORD TOWNSHIP	1.8%
DELAWARE COUNTY	28.4%
OPWC	62.1%
PROJECT TOTAL:	\$401,700.00

The estimated useful life of the Russell Road Project is 20 years.

Estimate reviewed and approved in the amount of total listed above:

Township Trustee _____ date

REVISED Scioto Twp 2022 OPWC Estimate Sept 2022

2022 OPWC APPLICATION
CONSTRUCTION ESTIMATE
SCIOTO TOWNSHIP

9/27/2022

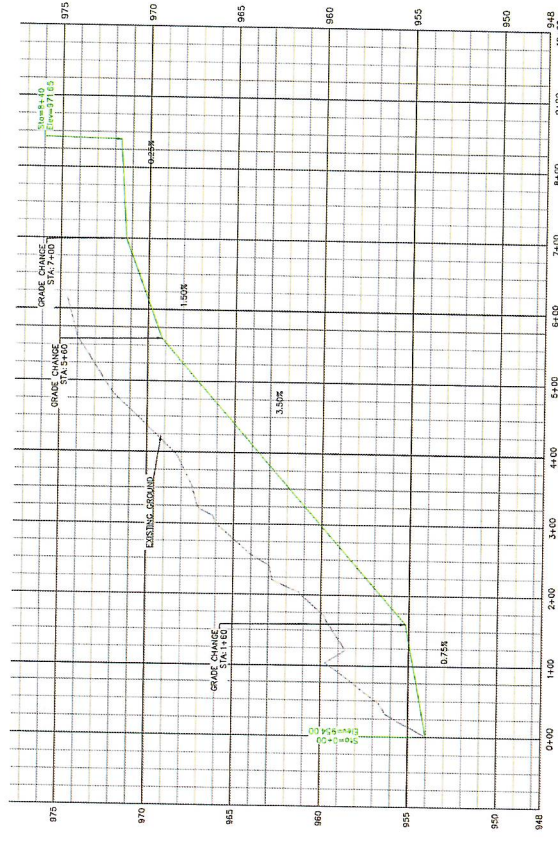
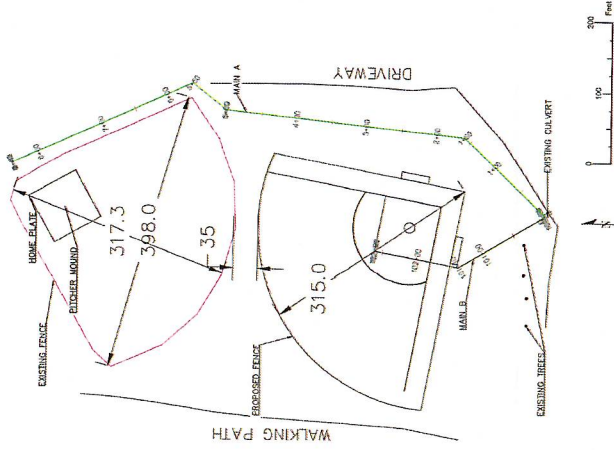
Township Trustee _____
date

Township Trustee _____
date

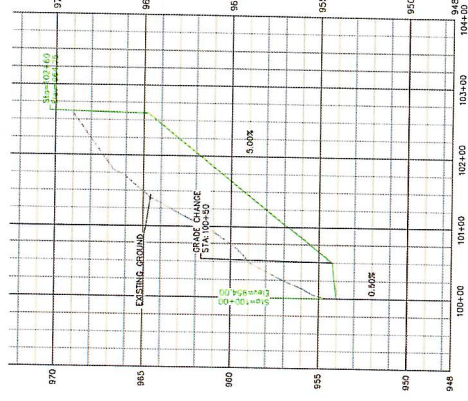
John L. Huffiman, P.E., Project Engineer _____
date

TILE MAINS

SCIOTO TOWNSHIP
BALLFIELD DRAINAGE STUDY



Main A



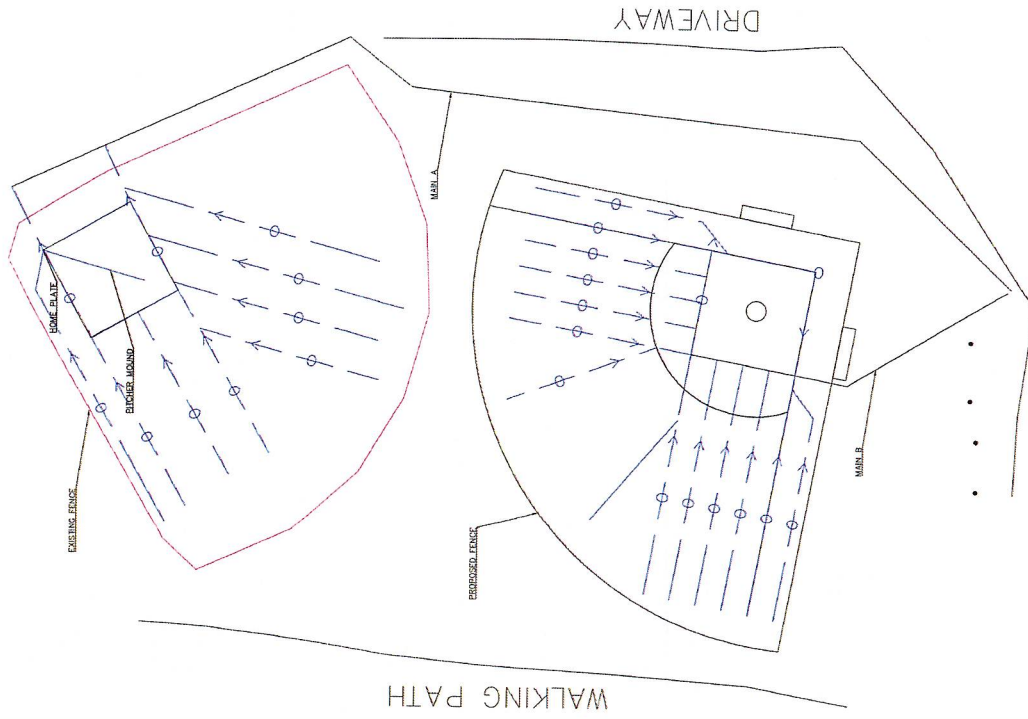
Main B

MAIN A AND MAIN B: 6" CORRUGATED PLASTIC TUBING UNLESS CATCH BASINS OR SURFACE INLETS ARE DESIRED. IF SO, UPSIZE AS NEEDED TO SATISFY 1" DRAINAGE COEFFICIENT

APPROX. PIPE QUANTITIES (LF)	
6" CORRUGATED PLASTIC TUBING	1100
4" CORRUGATED PLASTIC TUBING	4260

EXAMPLE DESIGN FOR INFORMATIONAL PURPOSES ONLY

SAMPLE LATERAL LAYOUT



SURFACE ELEVATIONS FOR GRADING

SCIOTO TOWNSHIP
BALLFIELD DRAINAGE STUDY



APPROXIMATE FINAL GRADE ELEVATIONS WITH EXISTING ELEVATIONS AND APPROXIMATE CUT/FILL NEEDED ASSUMING 0.5% GRADE IN INFIELD AND 1% GRADE IN OUTFIELD AWAY FROM MOUND



EXAMPLE DESIGN
FOR INFORMATIONAL PURPOSES ONLY

