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.
- 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	on of the major duties and	responsibilities of this position.
Employee Signature Error! Bookmark not defined.		Trustee
Date	Date	

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

	COST BREAKDOWN SCIOTO TOWNSHIP CONCORD TOWNSHIP DELAWARE COUNTY OPWC PROJECT TOTAL:	5.5% 1.0% 19.5% 74.0%	\$18,519.00 \$3,393.00 \$65,734.00 \$249,454.00 \$337,100.00
The estimated useful life of the Russell Road Project is 2	0 years.		(
Estimate reviewed and approved in the amount of			
Township Trustee San dra Stults Township Trustee Township Trustee Township Trustee	total listed above:	8-	4-2021 date 4-2021 date
John L. Huffman, P.E., Project Engineer Scioto Twp 2022 Of	DWC Estimate vis	, p., p., p., p., p., p., p., p., p., p.	date

RUSSELL RD (TR161)-CONCORD

ROAD D	NTA	
END LIMIT	TWP LINE	
BEGIN LIMIT	CALHOUN	RD
LENGTH	827	FEET
EXISTING WIDTH	17,0	FEET
PROPOSED WIDTH	17.0	FEET
TOTAL SY IMPROVED	1,585	SY
TÓTÁL SF IMPRÓVED	14,265	SF
TOTAL MILES IMPROVED	0.157	MILES

ASPHALT	INCHES	YLD %
446 SURFACE (DENSITY)		
448 SURFACE	1,25	5.0%
448 LEVELING	0.75	5,0%
448 INTERMEDIATE		
301 BASE		

OPTIONS		
BERM (DEPTH/WIDTH)	2,00	1
TACK (RATE/COURSES)	0.08	1
STOP LINE (# OF INTS)	***************************************	644S
CENTERLINE		644C
EDGELINE		644E
MAINTAINING TRAFFIC		per mile

i i	PLAN			ES	TIMATE
ITEM	DESCRIPTION	UNIT	QTY	UNIT \$	EXTENDED \$
4482I	ASPHALT CONCRETE INTERMEDIATE COURSE, TYPE 2, PG64-22	TON		\$65.00	
301B	ASPHALT CONCRETE BASE, AS PER PLAN	TON	 	\$65.00	
4481I	ASPHALT CONCRETE INTERMEDIATE COURSE, TYPE 1, PG64-22	TON	69	\$72.00	\$4,968,00
44815	ASPHALT CONCRETE SURFACE COURSE, TYPE 1, PG64-22	TON	116	\$70.00	\$8,120.00
407	TACK COAT	GAL	127	\$2.00	\$253.60
614C	MAINTAINING TRAFFIC- ROAD CLOSURE	MI	0.16	\$2,500.00	\$400,00
617	COMPACTED AGGREGATE, TYPE A	TON	20	\$36.00	\$735,11
644C	CENTERLINE	MI	0.16	\$5,100.00	\$816.00
644E	EDGELINE	MI		\$3,000.00	
64 4 S	STOP LINE	LF		\$8,00	
253	PAVEMENT REPAIR, AS PER PLAN	CY	1.00	\$300.00	\$30,000.00
254	PAVEMENT PLANING, AS PER PLAN	SY	100	\$5.00	\$500.00
1210F	SAMI (FIBERIZED), TYPE A OR B	SY	1585	\$4,00	\$6,340,00
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TOTAL(S)

\$52,200.00

SOUTH LIMIT IS NORTH RADIUS OF INTERSECTION

RUSSELL RD (TR161) - SCIOTO

ROAD D	ATA	
END LIMIT	PENN RD	
BEGIN LIMIT	TWP LINE	
LENGTH	5911	FEET
EXISTING WIDTH	13.0	FEET
PROPOSED WIDTH	17.0	FEET
TOTAL SY IMPROVED	11,500	SY
TOTAL SF IMPROVED	103,500	SF
TOTAL MILES IMPROYED	1.120	MILES

ASPHALT	INCHES	YLD %
446 SURFACE (DENSITY)		
448 SURFACE	1.25	5.0%
448 LEVELING	0.75	5.0%
448 INTERMEDIATE		***************************************
301 BASE		

OPTIONS		
BERM (DEPTH/WIDTH)	2.00	1
TACK (RATE/COURSES)	0.08	1
STOP LINE (# OF INTS)		644S
CENTERLINE		644C
EDGELINE	***	644E
MAINTAINING TRAFFIC		per mile

	PLAN			ES	TIMATE
ITEM	DESCRIPTION	UNIT	QTY	UNIT \$	EXTENDED \$
44821	THE 2, PG64-22	TON		\$65.00	
301B	ASPHALT CONCRETE BASE, AS PER PLAN	TON	1287	\$65.00	\$83,655.00
44811	ASPHALT CONCRETE INTERMEDIATE COURSE, TYPE 1, PG64-22	TON	503	\$72.00	\$36,216.00
4481S		TON	839	\$70,00	\$58,730.00
407	TACK COAT	GAL	920	\$2.00	\$1,840.00
614C	MAINTAINING TRAFFIC- ROAD CLOSURE	MI	1.12	\$2,500.00	\$2,800.00
617	COMPACTED AGGREGATE, TYPE A	TON	146	\$36.00	\$5,254,22
644C	CENTERLINE	MI	1.12	\$5,100.00	\$5,712.00
644E	EDGELINE	IM	***************************************	\$3,000.00	
644S	STOP LINE	LF	10,00	\$8,00	\$80,00
254	PAVEMENT PLANING, AS PER PLAN	SY	150	\$5.00	\$750,00
304	AGGREGATE BASE	TON	1287	\$40.00	\$51,480.00
209	LINEAR GRADING, PREPARING SUBGRADE FOR SHOULDER PAVING	STA	87	\$400.00	\$34,800.00
-614D	DETOUR SIGNING	ļ_,			
***	DET OUT CACHETO	EA	1	\$3,500.00	\$3,500.00
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TOTAL(S)

\$284,900.00

5858 FT WIDENING EAST SIDE 2828 FT WIDENING WEST SIDE EDGE WIDEN TO 18', NEW PAVEMENT 17-17.5'

Prepared by Delaware County Engineer's Office

2022 OPWC APPLICATION CONSTRUCTION ESTIMATE SCIOTO TOWNSHIP

ROAD	FROM	10	MILES	ESTIMATE	% of Project	% of grant Local Share of	Twp.	DCEO Share
LISSELL DO (TOTAL) COMODE	ON INCOME	1174					Local	
COORT TOTAL	CALCOON RD	- WP LINE	0.157	\$74 900 00 E	1061576	\$74 900 00 0 1964FJG 446 FJJ FD 450 501 12	1000014	
DECIDE (TESTES) OF LIPSE IN	Title Child		1	00,000,1	0/01001	75,785,387,421	27,096,85	521.290.56
MOSSELL ND (TRIDI) - SCIUIO	WY LINE	PENN RD	1 120	4326 800 00	VCVJC10	OF OTO 0014 CX 180 COCA	10000	
(0) 18+0+			2111	100,000,020	1571CTO.	\$250,000,001 0.01234241 \$202,341.421 \$123,858.581 \$30,964.65	\$30,964,65	\$92,893.94
IOIAL(S)				\$401 700 00				
				000000000000000000000000000000000000000				\$114,184.50

 COST BREAKDOWN

 SCIOTO TOWNSHIP
 7.7%
 \$30,964.65

 CONCORD TOWNSHIP
 1.8%
 \$7,096.85

 DELAWARE COUNTY
 28.4%
 \$114,184.50

 OPWC
 62.1%
 \$249,454.00

 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

date	date	date
Township Trustee	Township Trustee	John L. Huffman, P.E., Project Engineer

REVISED Scioto Twp 2022 OPWC Estimate Sept 2022

WALKING PATH

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