



# Village of Buckeye Lake, Ohio

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<b>JOB TITLE:</b>	Street Tech II	<b>JOB CATEGORY:</b>	Public Works
<b>Department/Group:</b>	Public Works	<b>Job code/Req#:</b>	N/A
<b>Location:</b>	Buckeye Lake, Ohio	<b>Travel required:</b>	N/A
<b>Level/Salary range:</b>	\$20.00-23.00 / hour	<b>Position type:</b>	Full-time non-exempt
<b>Directly Reports To:</b>	Street Department Supervisor	<b>Date posted:</b>	March 2025
<b>Will train applicant:</b>	Yes with proper qualifications	<b>Posting expires:</b>	Once filled

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## APPLICATIONS ACCEPTED BY:

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**Fax or Email:** clerk@buckeyelakevillage.com      **Subject line:** Street Tech II Application

## JOB DESCRIPTION

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### SUMMARY:

The Street Tech II is responsible for a variety of Physical and clerical duties in the Village, including asset maintenance, parks maintenance, Project Management, preparing documents. Other duties include a combination of General roadway maintenance, facilities maintenance and utility maintenance. Street Tech II also includes coordination with other departments within the village , addressing resident complaints, working within administration budget guidelines.

### PRINCIPLE DUTIES:

- ❖ Perform a variety of laboring tasks utilizing hand and/or powered equipment to dig trenches, and compact and/or level trenches, for the installation/repair of storm water lines.
- ❖ Utilize the proper equipment (both powered and hand) and techniques to cut, break, and abrade asphalt and concrete pavement roads, driveways, curbs, and/or sidewalks to facilitate the location of leaks and expose authority service lines and/or appurtenances.
- ❖ Utilize the necessary hand and/or powered tools to repair and/or inspect roads, sidewalks, and street cuts and other assets.
- ❖ Maintains filing systems either manually and/or electronically.
- ❖ Utilize authority vehicles and/or related equipment for transporting materials to and from job sites or as directed by management.
- ❖ Perform a variety of laboring tasks associated with maintenance, landscaping, and upkeep of authority facilities.
- ❖ Perform general janitorial duties, equipment and facility maintenance duties, mirror vehicle maintenance duties, and other related building and ground maintenance duties.
- ❖ Collection system maintenance i.e., storm water systems.
- ❖ Mows grass and other grounds maintenance.
- ❖ Snow and ice removal and treatment.
- ❖

- ❖ Maintain detailed Maintenance records and reports for all assets using Public Works Software
- ❖ Makes repairs on equipment or takes to appropriate shop to be completed.
- ❖ Provide help to other division of the Public Works Department.
- ❖ Maintain GPS data for assets  
Building and Vehicle Maintenance
- ❖ Assists in inspecting designated village facilities and operational equipment; and
- ❖ Paints and cleans buildings and treatment equipment.

#### **Emergency work**

- ❖ Required to respond to after-hours emergency work or storm events; and
- ❖ Assists other departments as required.

#### **Equipment Operation**

- ❖ Operates a variety of equipment used in the above work, including but not limited to: power tools, trucks, backhoes, Excavators, roller, Dump truck, tractor, riding mover, pumps;
- ❖ Performs routing maintenance and minor work such as lubricating and cleaning of job-related vehicles, machinery, tools and equipment.

#### **Safety**

- ❖ Follows established safety procedures;
- ❖ Reports unsafe conditions to supervisor; and
- ❖ Assists with department housekeeping including storage of tools and equipment.

#### **Other Duties**

- ❖ Other related duties as required or assigned.

## **QUALIFICATIONS / SKILLS:**

### **Training and Experience**

- Minimum high school diploma or equivalent;
- Excellent communication skills. Must be detail-oriented, self-motivated, and require little-to-no supervision to carry out their duties for the smooth running of the Department.
- Minimum 5+ years public utility experience or equivalent
- Physically able to utilize all listed tools and equipment, work at heights and depths, lift 100 pounds or more routinely, bend, climb, crawl, and stand for extended periods of time;
- Must have a current and valid OH driver's license;
- Able to lift, bend, and endure physical exertion with or without reasonable accommodations;
- Able to work in extreme weather conditions for long periods of time; and
- Must have good interpersonal skills.

### **Special requirements**

- Will be required to take emergency calls from management;
- Must be available to work outside normal business and emergency after-hours; and
- Must be willing to attend trade schools or training seminars as necessary.
- Possess or Obtain Ohio Commercial Pesticide Applicators License with 1yr of employment