

Road Maintenance Position

Union Township seeks a qualified road maintenance worker. This is a full-time role, with the hourly wage determined by experience. You will serve to make the Township Roads safer. A comprehensive benefits package is provided for full-time employees. To apply, please submit a cover letter, resume, and completed employment application to paula@uniontownship-licking.com. For questions, contact Dave Cable at 740-404-1119. Applications will be accepted until the position is filled.

- High school or equivalent education
- Valid Driver's license
- Reliable transportation
- Demonstrates regular and predictable attendance.
- Subject to pre-employment background check, drug test, and MVR o Subject to random drug screenings
- Ability to follow instruction
- Communication skills with the ability to interact with crew, leadership and the general public
- Strong understanding of safety procedures and policies
- Excellent vision or the use of prescription lenses
- Perform a variety of manual tasks for extended periods of time in unfavorable weather conditions
- Candidates must demonstrate a willingness to work under demanding circumstances, including being on call and report to work during inclement weather. (overtime, nights and weekends)
- Willing to be on call and report to work 24/7 during winter months.
- Willing to be on call and report to work, for storm events occurring outside regular hours
- Must be able and willing to work outdoors and in inclement weather conditions
- Must be skilled at the safe operation of dump trucks, loaders and other heavy equipment
- Must be able to obtain and maintain an Ohio Class B CDL with air brakes
- General labor – including road/culvert maintenance, ditch cleaning, tree clearing and construction work, clearing/moving snow and salting roads
- Perform snow plowing activities and spread sand and/or salt for snow and ice control utilizing a dump truck, loading dump truck with sand/salt
- Performs patching work on holes in roadways to include preparing holes for cold patch, adding mix and tamping down using shovels, rakes, or brooms, digging/removing old hot mix from work site.
- Mowing ditches
- Flagging traffic
- Regular maintenance of trucks, equipment and workspace.
- Operate basic hand tools
- Basic computer skills and record keeping.
- Attend training
- May be required to attend township-related meetings
- Maintain exterior of Township Garage and Complex
- Other duties township related duties that are not listed

Revised 09/10/25

Approved by Resolution 9/15/2025

Union Township ~ Licking County

Employment Application

Thank you for your interest in employment with the Union Township. We appreciate your taking the time to complete this application. Union Township Government is an Equal Opportunity Employer, and all applicants will be given equal consideration regardless of race, age, sex, disability, religion, and national origin. No question on this application is used for the purpose of limiting or excluding any applicant's consideration for employment on a basis prohibited by local, state, or federal law. Union Township requires that all persons interested in employment complete a written application for each position which has been advertised and for which they are qualified. A resume alone is not sufficient to consider an individual as an applicant.

I have read and understand the foregoing.

Signature

Date

USE A PEN AND PLEASE PRINT

Application must be completed in full to be considered for position.

PERSONAL INFORMATION

Name _____
First Initial Last

Present Address: _____
Number Street City State ZIP

Contact Phone: _____ Email: _____

Have you ever used or been known by any other name(s) including first name, maiden/last name etc.?
☐ Yes ☐ No If yes, please indicate additional names _____

Position applied for: _____

Have you ever been employed by another public agency in Ohio? ☐ Yes ☐ No

If yes, please specify location(s) and date(s) _____

Have you ever been terminated, or have you resigned after being told you would be terminated? ☐ Yes ☐ No

If yes, please explain _____

Type of work desired: ☐ Full Time ☐ Part time ☐ Temporary

Salary requirements: \$ _____ per _____

Education

School Level	Name and Location (City & State)	Number of Years Attended?	Did you Graduate?	Course of Study?
High School				
Vo-Tech, Business or Trade				
College/University				
Graduate/Professional				

EMPLOYMENT HISTORY

This section Must be completed "See Resume" is not acceptable.

Start with present or most recent employment. Please account for any period of unemployment.

Employer: _____ Phone: _____

Address: _____

Position: _____ From: _____ To: _____

Duties: _____

Full-Time ☐ Part-Time ☐ Starting Salary \$ _____ Ending \$ _____

Contact Current Employer? Yes ☐ No ☐ Supervisor's Name _____

Employer: _____ Phone: _____

Address: _____

Position: _____ From: _____ To: _____

Duties: _____

Full-Time ☐ Part-Time ☐ Starting Salary \$ _____ Ending \$ _____

Contact Current Employer? Yes ☐ No ☐ Supervisor's Name _____

Reason for leaving _____

Employer: _____ Phone: _____

Address: _____

Position: _____ From: _____ To: _____

Duties: _____

Full-Time ☐ Part-Time ☐ Starting Salary \$ _____ Ending \$ _____

Contact Current Employer? Yes ☐ No ☐ Supervisor's Name _____

Reason for leaving _____

Employer: _____ Phone: _____

Address: _____

Position: _____ From: _____ To: _____

Duties: _____

Full-Time ☐ Part-Time ☐ Starting Salary \$ _____ Ending \$ _____

Contact Current Employer? Yes ☐ No ☐ Supervisor's Name _____

Reason for leaving _____

Employer: _____ Phone: _____

Address: _____

Position: _____ From: _____ To: _____

Duties: _____

Full-Time ☐ Part-Time ☐ Starting Salary \$ _____ Ending \$ _____

Contact Current Employer? Yes ☐ No ☐ Supervisor's Name _____

Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the position you applied for:

Technical Skills:

☐ Microsoft Office programs: _____

☐ Other _____

Specialized Skills: (Please list special equipment or machines you can operate)

Licenses, Registrations and Certificates

If the requirement of a valid driver license or commercial driver license is listed on the job posting, you must complete this section to be considered.

License/Certificate issued by:	Field/trade/Specialization	License/Certificate Number	Expires

Please list (3) work references (persons familiar with your employment skills and abilities) whom this department has permission to contact. **No personal references.**

PROFESSIONAL WORK REFERENCES

Name & Relationship	Company	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

ACKNOWLEDGEMENTS/AUTHORIZATIONS

Please read carefully. If you have any questions regarding any of the statements, please contact the Township Administrator.

1. To the best of my knowledge, the facts set forth in my application for employment are true and complete, I understand that if considered for employment, any false statement may result in my failure to receive an offer or if I am hired, my termination of employment.
2. I agree that if I accept employment with Union Township, I will produce documents establishing my identity and work authorization as a condition of employment.
3. I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me.
4. Based upon the position for which I am applying, I understand it may be necessary to investigate my financial and credit record through a credit reporting agency. Therefore, I authorize Union Township to investigate my financial and credit record through any credit agency or bureau of its choice. I understand that Union Township, upon my written request, will disclose to me the nature and scope of any credit investigation. If this application is denied either wholly or partly because of the information contained in a consumer report from a consumer reporting agency, I understand that Union Township shall so advise me and provide me with the name and address of the consumer agency making the request.
5. Based upon the position for which I am applying, I understand it may be necessary to investigate my driving record through the Bureau of Motor Vehicles. Therefore, I authorized Union Township, upon my written request, will disclose to me the nature and scope of any investigation. If this application is denied either wholly or partly because of the information contained in the report, I understand that Union Township shall so advise me and provide me with a copy of the report.
6. I also understand that any offer of employment which may be made to me by Union Township is contingent upon my successfully passing a Drug Screening Test. I hereby give my consent to Union Township to conduct a drug test that will be performed by a laboratory selected by Union Township.

I understand that and agree that if the pre-employment Drug Screening Test indicates a violation of the Drug Testing Policy, any contingent job offer which may be made to me will be null and void.
7. I authorize any law enforcement agency, previous employers or educational institutions specified by me in this application, to release to Union Township any and all information, personal or otherwise that may or may not be on their records, and I hereby release said law enforcement agencies, employers and educational institutions from liability for any damage or injury to me arising out the release of such information.

Signature of Applicant _____

Date _____

Employee Relationship Declaration

Applicant's Name _____

Position for which applicant is being applying _____

In order to ensure that hiring and supervision of employees in Union Township are conducted in a manner that enhances public confidence in government and prevents situations, which gives the appearance of partiality, preferential treatment, impropriety, influence, or a conflict of interest, please provide the requested information below.

Considering the relationship definitions below....

Family Member ~

Family member includes Spouse, child, sibling, parent, grandparent, grandchild, uncle, aunt, nephew, niece, father, or mother-in-law, son or daughter-in-law, brother or sister in-law, grandparent in-law, stepfather or mother, stepbrother or sister, stepson or daughter, half brother or sister, and legal guardian or other person who stands in the place of a parent.

Household Member ~

Household member includes people living in the same household who are not legally married or related.

Business Associate ~

Business Associate includes individuals who are joined together in a common business purpose or enterprise.

Are there any current Union Township employees with whom you share one or more of the above relationships? ☐ Yes ☐ No

If yes, please provide the Department in which the individual works, and his/her Position title.

Department/Office	Position Title

With my signature below, I certify that I have indicated above any and all current Township Employees with whom I have a relationship as defined herein. I understand and acknowledge that any intentional misrepresentation or omission of pertinent information requested via this form may result in my failure to receive an offer of employment or my termination from employment with Union Township.

Signature _____ Date _____

(approved 10/30/23)