



# **Warren Township Road Department**

3765 W. Market St.  
Leavittsburg, OH 44430  
(330) 898-6188  
[www.warrentownshipohio.info/road-department](http://www.warrentownshipohio.info/road-department)

## **Position of Road Superintendent/Cemetery Sexton**

Warren Township is accepting applications with resumes for the full time position of Road Superintendent/Cemetery Sexton. Applications can be dropped off at the Warren Township Administration Building (Attention Warren Township Trustees) at 3765 W. Market St. Leavittsburg, OH 44430 until Sunday June 4th, 2023 by 1600 hours (4pm). Application & resume must be in a sealed envelope. Do not put your name on the return envelope. Applications are available for pickup at Warren Township Administration Building and, starting May 14th, 2023, on our website at [www.warrentownshipohio.info/road-department-apply](http://www.warrentownshipohio.info/road-department-apply). Position is an administrative non-bargaining position reporting to & working at the discretion of the Warren Township Board of Trustees. Salary position, wages are negotiable. Warren Township provides excellent health benefits: Personal, compensatory and vacation time are accrued annually & Ohio law provides 10 holidays. Warren Township is a member of the Ohio Public Employees Retirement Plan. Warren Township is an equal opportunity employer.

### **Duties and Responsibilities**

- Must be an active Supervisor
- All laborer cemetery and road duties
- Administrative duties: (time sheets, requisitions, accident reports, workers comp, enforcing safety protocols)
- Maintenance and repair of township roads, bridges, culverts and equipment
- Scheduling and supervising equipment, maintenance, repair and construction or roads
- Accurate record keeping of grave lot sales, burial records, inurnments, interments, disinterments, foundation orders

### **Minimum Qualifications:**

- High School Diploma or equivalent
- Must possess and maintain a Valid Ohio Class B Commercial Driver's License (Must provide a Driving Abstract)
- Must pass a pre-employment Physical, Background & Drug/Alcohol Test
- Must have knowledge of road maintenance and operations of heavy, light and handheld equipment
- Supervisory Position Experience is a plus

If you have any questions, please contact the Warren Township Trustees at (330) 898-2101.



Warren Township Administration  
3765 W. Market St..  
Leavittsburg, OH 44430  
(330) 898-2101  
[www.warrentownshipohio.info](http://www.warrentownshipohio.info)

# APPLICATION FOR EMPLOYMENT

## PERSONAL INFORMATION

				DATE
NAME				SOCIAL SECURITY NUMBER
LAST	FIRST	MIDDLE		
PRESENT ADDRESS				
STREET		CITY	STATE	
PERMANENT ADDRESS				
STREET		CITY	STATE	
PHONE NO.	REFERRED BY			

## SPECIAL QUESTIONS

DO NOT ANSWER **ANY** OF THE QUESTIONS IN THIS FRAMED AREA UNLESS THE EMPLOYER HAS **CHECKED A BOX PRECEDING** A QUESTION, THEREBY INDICATING THAT THE INFORMATION IS REQUIRED FOR A BONA FIDE OCCUPATIONAL QUALIFICATION, OR DICTATED BY NATIONAL SECURITY LAWS, OR IS NEEDED FOR OTHER LEGALLY PERMISSIBLE REASONS.

- |   |   |
|---|---|
| <input type="checkbox"/> Height _____ feet _____ inches | <input type="checkbox"/> Citizen of U.S. _____ Yes _____ No |
| <input type="checkbox"/> Weight _____ lbs.              | <input type="checkbox"/> Date of Birth _____                |
| <input type="checkbox"/> _____                          |   |

\*The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 65 years of age.

## EMPLOYMENT DESIRED

POSITION	DATE YOU CAN START	SALARY DESIRED
ARE YOU EMPLOYED NOW?		IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?
EVER APPLIED TO THIS COMPANY BEFORE?	WHERE?	WHEN?

EDUCATION	NAME AND LOCATION OF SCHOOL	YEARS ATTENDED	DATE GRADUATED	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

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## GENERAL

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK

WHAT FOREIGN LANGUAGES DO YOU SPEAK FLUENTLY?

READ

WRITE

U.S. MILITARY OR  
NAVAL SERVICE

RANK

PRESENT MEMBERSHIP IN  
NATIONAL GUARD OR RESERVES

## Warren Township Employment Checklist

Employee Name: \_\_\_\_\_

- ☐ Application/Letter of Intent/Resume
- ☐ Background Check (candidate must sign-off)
- ☐ Driving Abstract (to be provided by candidate)
- ☐ Job Description (candidate/employee must sign-off)
- ☐ Drug Screen/Physical
- ☐ Fiscal Office New Employee Packet (employee must return to fiscal office in person)
- ☐ Review of Township & Department Specific Policies  
(candidate/employee must sign-off on all policies)

Including but not limited to the following:

- ☐ Sexual Harassment Policy
- ☐ Motor Vehicle Records Check Policy
- ☐ Social Media & Internet Policy
- ☐ EMS Minimum Monthly Work Requirement Policy
- ☐ EMS Daily Work Duties

Note: The above documentation must be current and kept in the employee's personnel file located in the Fiscal Office.

Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

and/or Trustee Signature : \_\_\_\_\_ Date: \_\_\_\_\_

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Fiscal Office Use:

Employee Hire Date: \_\_\_\_\_

Employee First Day Worked: \_\_\_\_\_

Starting Wage: \_\_\_\_\_

# WARREN TOWNSHIP POLICE DEPARTMENT

P.O. BOX 307  
3765 W. MARKET ST.  
LEAVITTSBURG, OHIO 44430

## LEGAL RECORDS RELEASE AUTHORIZATION

I, the undersigned, hereby grant full authority and permission to the Warren Township Police Department and any other county, state or federal law enforcement agency to release any and all records concerning criminal convictions to the Warren Township Police Department or its representatives. I release the Township of Warren and its representatives from all liability in connection with the above authorization.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Social Security number: \_\_\_\_\_

WARREN TOWNSHIP ROAD DEPARTMENT  
SOCIAL NETWORKING AND INTERNET USAGE

POLICY

Effective 12/15/2016

Only authorized personnel will be permitted to use the road department computers.  
Computers will be used for department business only.

No person will be permitted to use or give their password to another person to gain access to the computer or internet.

No person will be permitted to change or access any file without prior authorization from the Road Superintendent.

Internet Usage:

The internet will be used for training, exporting data, updating members certifications, research relating to the Road Department and Cemetery.

Also anything authorized by the Road Superintendent

Social Networking:

No member will be permitted to slander, or threaten any township department, township official, fellow member or the general public at any time.

No one will be permitted to disseminate photos taken from any personal cell phones, cameras, or camcorders of any road department emergencies unless approved by the Road Superintendent.

All members will agree to remove any content found on any device or web page that violates this policy immediately under the direction of the Road Superintendent.

Disciplinary Action:

Anyone found violating this policy will be subject to disciplinary action up to and including immediate termination/removal from the road department.

Employee signature \_\_\_\_\_ Date \_\_\_\_\_

Number: 2004-02      Date of Issue: 05-25-04      Effective Date: 05-25-04      Rescinds: N/A - New Policy

Subject: Motor Vehicle Records

Attachments: BMV 1173/BMV 5008

**Warren Township Board of Trustees  
Administrative Personnel Policy**

**I Purpose**

To outline a general policy for all current employees, volunteers and future applicants of Warren Township which provides guidelines for establishing motor vehicle record (MVR) checks prior to employment and or volunteer service and for annual checks thereafter.

**II Policy**

Upon applying for a position, either as an employee or volunteer, with the Warren Township Board of Trustees, applicants will be required to submit an abstract of his or her motor vehicle record (MVR). The abstract can be obtained from the Ohio Bureau of Motor Vehicles using form BMV 1173/Record Request. The applicant is responsible for any cost associated with obtaining the abstract. Failure to comply with this request will terminate the application.

Current employees and or volunteers will have their MVR checked on an annual basis to ensure that their driving record meets the requirements of Warren Township's insurance carrier. The Township will request an abstract from the Ohio Bureau of Motor Vehicles using form BMV 1173/Record Request. The Notarized Written Consent Release of Personal Information, form BMV 5008, must also be attached. Motor vehicle records obtained by the Warren Township Board of Trustees will be used for the sole purpose of insurance liability and determining eligibility to operate any equipment or vehicle registered to the Warren Township Board of Trustees. In addition, employees and volunteers are required to report any changes to his or her MVR that would effect his or her status with the township insurance carrier. Failure to do so could result in suspension and or termination of employment.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Warren Township MVR Policy  
Approved by Board 5/25/04 ~ Resolution #65-04  
4/01/16 (Revised to include signature line.)

## Warren Township Sexual Harassment Policy

Effective April 1, 2004

The mission and objectives of the Township are never achieved through the abuse of the dignity of anyone. It is the intent of this policy and procedure through the shared responsibility of management and each employee to define criteria ensuring a sexual harassment-free environment, to provide a confidential process to resolve complaints; and to denounce sexual harassment or harassment for any reason, such as harassment based on race, color, religion, national origin, age, marital status, or physical handicap, as a form of conduct that will not be tolerated in the workplace and which may result in disciplinary action up to and including discharge.

All employees are entitled to a work environment in which words and actions do not even have the appearance of disrespect. Sexually oriented jokes, cartoons, pictures, language, certain gestures and touching may be offensive to people and result in unacceptable workplace behavior. Therefore, unwelcome, unsolicited and deliberate sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature will be considered sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or
2. submission or rejection becomes the basis of an employment decision, or
3. such conduct creates a hostile, intimidating and/or abusive work environment.

Anyone who believes he/she is a victim of sexual harassment should report any incident or harassment immediately to the Chairman of the Board of Trustees by writing 3765 West Market Street, P.O. Box 307, Leavittsburg, Ohio 44430 or calling (330)898-2101 and leaving a message and return phone number.

The complaint will be thoroughly investigated in an attempt to ascertain the facts and resolve the matter. All Witnesses, as well as the Accused and the Accuser will be privately interviewed. Findings will be documented and the proper action will be taken to correct the situation, to discipline as the findings may warrant, and to do what is appropriate to never have such incident occur again. The investigation of such cases will be kept confidential.

If the complainant is not satisfied with the written answer of the Board of Trustees, he/she may appeal to an appropriate judicial authority or administrative agency. Nothing herein, however, shall be construed as limiting an employee's right to file a complaint with the Ohio Civil Rights Commission, Federal Equal Employment Opportunity Commission, or a Court of competent jurisdiction without resort to or use of this procedure.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_