

May 26, 2026

**Township Service Worker**  
**Bethel Township, Miami County**



**THE POSITION:** Bethel Township, Miami County, Ohio, is seeking a proactive, self-motivated, detail-oriented leader for the position of Service Worker who will perform a variety of tasks involving construction and maintenance & repairs to the Township roads, streets, storm sewers, facilities and equipment, parks, cemeteries, and buildings. The position is a full-time, hourly paid position that includes a robust package of benefits.

Assignments are supervised and outlined by the Township Administrator or designee who will delegate duties and inspect the progress of work completed, in conformance with established standards and specifications, safety and economy of operations. Employees in this position are expected to exercise some judgment in work methods and planning detail.

**JOB LOCATION:** The job site is the Bethel Township Building, 8735 South Second Street in Brandt, Tipp City, OH. Work duties will be in Bethel Township or occasionally outside of the Township on official business.

**QUALIFICATIONS:** Graduation from a standard high school or the equivalent with a minimum of two (2) years of experience in street maintenance, construction, roadside mowing, or related field, including, but not limited to, the following:

- Knowledge of general maintenance, construction, tools, and equipment;
- Knowledge of the occupational hazards involved and the safety precautions necessary in performing maintenance, construction and repairs work;
- Knowledge of the methods, materials, tools and practice of street and road maintenance repair;
- Ability to perform the specialized semi-skilled maintenance and repair;
- Anticipate on-call and responding to weather emergency events requiring road maintenance under adverse weather conditions;
- Ability to operate heavy equipment;
- Ability to carry out oral and written instructions;
- Ability to possess a valid Ohio CDL driver's license;

Preferred qualifications include a CDL or the ability to obtain a CDL license within 5 months of start date, and the ability to maintain & repair tools, equipment, buildings, and trucks.

Applicant must possess and maintain a valid driver's license and remain insurable under the Township's vehicle insurance plan. Employee will be required to participate in random drug testing. Employee will be required to work outside normal work hours which are 7:00 a.m.-3:30 p.m. Monday-Friday.

**PHYSICAL REQUIREMENTS:** While performing the duties of the job, the employee is required to sit and talk or hear, use hands to handle, feel or operate objects, tools, chain saws, general office equipment, tractors, mowers, dump trucks, snow plows, and other heavy equipment. The employee is also required to have the ability to reach with hands and arms, to perform strenuous work, including heavy lifting, and to ambulate over rough and uneven terrain.

**ESSENTIAL FUNCTIONS**

This Employee would perform manual tasks in the maintenance, construction, and repair of Township roads, streets, right-of-ways, parks, and cemeteries. The Worker may operate a truck, street sweeper, plow, heavy equipment, hand tools, chain saw, motorized equipment, mower, tractor, and various other equipment.

The following duties are essential to this position:

- Drive Trucks, haul and stockpile dirt, gravel, salt, blacktop, and fill for road and street construction repairs;
- Patch roads and streets with hot and cold blacktop mix, resurface roads, grade roads, roll roads, gravel roads;

- Check culverts and shoulders, clean and flush storm sewers;
- Operate power equipment including attachments, maintain & repair equipment to keep it in good operating condition;
- Perform carpentry and masonry work in constructing and repairing streets, roads, sidewalks, curbs, catch basins, and manholes;
- Plow snow, remove snow, perform grading, salt and sand Township roads as well as Township parking lots;
- Pick up trash and debris, clean catch basins and remove leaves;
- Perform shop work, welding, and carpentry work on Township buildings and property;
- Operate chain saw, removal and hauling of trees, brush and stumps;
- Mowing, brushing, and clearing right of ways;
- Answer emergency calls and explain situations to public/outside agencies if necessary;
- Maintain cemeteries including mowing, burial preparation, gravestone bases, burial assistance, and burial records;
- Maintain park including mowing, and maintenance and repair of buildings and equipment;
- Perform other duties tasks as needed or directed by the Township Administrator or designee.

**APPLICATION PROCEDURE:** In addition to submitting an [application](#), applicant must attach the following materials for it to be considered complete: cover letter, resume, required and relevant certifications, degree(s) and, if applicable, a full copy of any military discharge paperwork. Township Trustees may waive certain requirements to ensure an adequate candidate pool.

**COMPENSATION & BENEFITS:** This is a full-time, hourly position with a pay range of \$15.00-\$25.00 hourly. Compensation is contingent upon candidate’s experience, qualifications, related skills, knowledge, and abilities. Benefits include OPERS retirement plan; an excellent healthcare package including HSA; life insurance; access to dental, vision, and Aflac; a cell phone stipend; paid vacation days; paid personal days; and paid holidays. Also included is an annual bonus of 0-5% based on merit.

**APPOINTMENT PROCEDURE:** Selection process includes a review of all submitted materials. Appointment procedure may include written/video tests. Candidate will be required to complete a criminal and background check, a driver’s license review, and physical/drug test. Anticipated start date is June, 2026.

This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all responsibilities, tasks, and duties. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position and other duties, as assigned, might be part of the job. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. This job description does not constitute an employment agreement between the employer and the employee; and is subject to change by the employer as the needs of the employer and the requirements of the job change.

***Applications and supporting documentation are DUE Monday, June 1, 2026 by 4:00 PM for first round of interviews on Tuesday, June 2, 2026!***

CONTACT: Julie Reese, Acting Township Administrator, [administrator@betheltownship.org](mailto:administrator@betheltownship.org) with questions or to submit materials.

**Please drop at or mail to:**  
Bethel Township Administrator  
8735 S. Second St. (Brandt)  
Tipp City, Ohio 45371

**or Email to:**  
[administrator@betheltownship.org](mailto:administrator@betheltownship.org)



To learn more about Bethel Township, Miami County,  
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