

Job Description for Snow Removal

1. Snow Plowing shall be done every 2 inches of snow fall.
2. Locations of Fire Hydrants are a High Priority and needs to be done timely to ensure easy use.
 - a. Stone Street off of Boardman St.
 - b. Perch Lake by the Boat launch
 - c. Upper Pond located at the park off of E. Main St.
3. Township Hall/ Fire station located at 4855 Pine Street is a High Priority and needs to be done timely to ensure easy use.
 - a. Each Bay of the fire station and entrances will need to be cleared of all snow and ice build-up by shoveling or whatever other means.
 - b. Sanding or salting will need to be done as needed to help with ice build- up.
 - c. Nights that there are township meetings or commission meetings there shall be clear entrances, parking area, and sanding or salt lain down.
- I. Meetings are normally every 3rd Wednesday of the month and every 4th Thursday. (actual dates of meetings will be supplied to winning bidder)
4. White Storage Barn is not of high priority and can be done as needed to keep a clear entrance to the Barn. Located at 5358 Boardman Rd.
5. Must repair in the spring any and all damages done by plowing. This is to be done at all locations and shall be done as soon as the snow melts in the spring.

Administrative

1. Maintain a variety of records relating to plowing dates, times, locations, material supply, etc.
2. Attend meetings of the Township Board as necessary.

Other

1. The omission of specific statements of duties above does not exclude them from the position if the work is similar, related, or a logical assignment to the position.
2. State Police Background Check is required.
3. Work and communicate with elected and appointed officials with appropriate etiquette and diplomacy.
4. Willingness to perform other duties and accept other responsibilities as may be directed or

specified by the Township Board and its policies and procedures.

5. The snow plowing contractor must carry liability and personal injury insurance on vehicles. The contractor, at the contractor's sole expense, shall procure and maintain bodily injury, including death and property damage insurance with a combined limit of at least 1 million and any workers' compensation insurance as required by law. Such insurance shall insure, on an occurrence basis against all liability of the contractor, its employees and agents arising out of or in connection with operations of the contractor. Boardman Township and its elected officials, officers, board members, agents and employees shall be named as an additional insured on the contractor's policy. The contractor shall provide to Boardman Township a certificate of insurance evidencing the coverage required by this paragraph on or before the commencement date of the contract and/or any services provided.

6. Resident of Boardman Township is preferred but not required.

7. Equipment must be in working order.

8. Must have current, valid Michigan vehicle operator's license and provide own transportation

9. Necessary Knowledge, Skills, and Abilities.

10. Ability to pay close attention to details.

11. Must possess good organizational skills.

12. Prioritize and schedule work appropriately.

13. Be able to work independently with little supervision.