

The Xenia Township Road Department is currently accepting applications for two (2) full-time positions:

- One (1) Full-Time Road Superintendent. Salaried position between \$60,000.00 to \$73,000.00 depending upon experience.
- One (1) Full-Time Service Worker (Level I, II, or III, depending on qualifications and experience). \$23.00 to \$25.00 an hour depending upon qualifications and experience

Benefits

Full-time employees are eligible for a comprehensive benefits package that includes:

- Major Medical Insurance
- Prescription Drug Coverage
- Life Insurance

These benefits are provided at no cost to the employee.

Applicants must possess a Commercial Driver's License (CDL) or be able to obtain one within six (6) months of employment.

For complete job descriptions, qualifications, and application materials, please visit the Township's Employment & Careers page.

Road Superintendent

The Road Superintendent serves as the Department Head and is responsible for supervising all Road Department personnel and operations. Key responsibilities include:

- Road maintenance and repair
- Township facility maintenance
- Equipment maintenance and management
- Cemetery maintenance
- Snow and ice removal operations
- Budget oversight and personnel management in coordination with the Township Administrator

Minimum Qualifications

- At least five (5) years of experience in a public roads/public services department, including supervisory responsibilities
- Experience in the road construction industry, or an equivalent combination of education, training, and experience
- High school diploma or equivalent required

- Additional trade certifications, an Associate Degree, or higher education credentials are preferred

Service Worker I, II, or III

Service Worker positions are responsible for performing a variety of road maintenance activities and assisting with the maintenance and minor repair of Township buildings and facilities. Placement at the Service Worker I, II, or III level will be based on the applicant's qualifications and experience.

Minimum Qualifications

- Must be at least 18 years of age
- Valid Ohio Driver's License
- High school diploma or equivalent
- Class B Commercial Driver's License (CDL) or higher, or the ability to obtain a CDL within 90 days of hire
- Experience with a public works department, construction industry, or an equivalent combination of training and experience

Additional Requirements

All candidates must successfully pass a pre-employment drug screening and will be subject to periodic and random drug testing as a condition of employment.

Please send a cover letter and resume to Alan Stock at astock@xeniatownshipoh.gov

Cover letters and applications will be accepted from September 2 through September 14, 2026.

Xenia Township is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.