

JOB DESCRIPTION: LABORER

PUBLIC WORKS DEPARTMENT

PURPOSE.

The Public Works Laborer will work under close supervision of the Village Administrator performing a variety of maintenance work including the operation of various equipment and performing manual labor activities as needed and/or required.

Duties include, but are not limited to, street maintenance, grounds & park maintenance, signage, water & sewer repairs, and other related duties. Work is performed outdoors, frequently alone, in conditions that might include temperature extremes, dust, dirt and excessive noise.

MINIMUM QUALIFICATIONS.

- Must be 18 years of age with a high school diploma, or equivalent.
- Must possess a valid Ohio driver's license and have a good driving record.
- Must be able to operate all equipment including dump truck, backhoe, tractor, skid steer, a variety of chain saws, Jack hammer, chipper, snow plow, and various mowers.
- Must be able to lift materials and other equipment up to 75 lbs.
- Must have the ability to work outdoors in all types of extreme weather.
- Must be able to climb and descend hills, ladders, stairs, and equipment.
- Must be able to walk or stand for long periods and work in awkward positions.
- Must be knowledgeable in a variety of skilled and semiskilled maintenance tasks.
- Must be knowledgeable of the safe and correct use of hand and power tools and equipment.
- Must be knowledgeable of the occupational hazards and safety precautions of the work.

NECESSARY SPECIAL QUALIFICATIONS.

- Ability to deal courteously and diplomatically with the general public.
- Ability to work cooperatively with other employees and supervision.
- Ability to understand and follow oral or written instructions.
- Ability to work independently with little or no supervision.
- Ability to communicate any issues, and other relevant information in a timely fashion.

DUTIES. (ESSENTIAL FUNCTIONS OF WORK, may not include all job duties)

- Mow right of ways, operate weed eater, prune trees, hedges, shrubs, spray weeds.
- Perform maintenance and repairs to village streets and signs.
- Remove trash, ice, snow, and debris from roadways and village grounds.
- Shovel dirt and gravel, chip brush, perform a wide variety of similar tasks.
- Clean-up of tree and brush debris and materials.
- Cleaning and repairs to municipal buildings, properties, and equipment.
- Cleaning and repairs to storms drains and sewers.
- Assist with the repair or replacement of water meters and sewage grinder pumps.
- Load and unload trucks, set out barricades, set out traffic control devices, direct traffic.
- Perform equipment maintenance including but not limited to cleaning, fueling, checking fluid levels, inspecting, documenting, and reporting problems.
- Other duties as deemed necessary by the Village Administrator.
- May be required to work evenings and weekends in case of emergencies.

