**QUALIFICATIONS:** An example of acceptable qualifications:

Completion of post-secondary education or equivalent (technical school or college education) required; additional education, training, and/or work experience which evidences a thorough knowledge of street construction, maintenance, and repair; or any combination of education, training, and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Must possess a valid State of Ohio driver’s license; must maintain insurability under the Village’s vehicle insurance policy; must possess and maintain a valid Class B CDL from the State of Ohio.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive.

Computer equipment, two-way radio, motor vehicle, hand and/or power tools, backhoe, loader, mowers, saws, weed whips, plate tamper, plow truck, maintenance equipment and tools, light and heavy motorized equipment.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

Employee ascends and/or descends ladders, stairs, or scaffolds; works in confined spaces (e.g., manhole, etc.); is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db (e.g., weed whipper, mower, chainsaws, etc.); chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); sharp objects, needles, and medical instruments; blood, bodily tissues, and fluids; potentially dangerous/fatal infectious diseases; is exposed to possible injury from radiation; is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants; is exposed to possible injury from hazardous waste; is exposed to possible injury due to unclean or unsanitary conditions; is exposed to possible injury as a result of electrical shock; is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines; is exposed to possible injury from explosions; is exposed to possible injury as a result of falling from high places; works in or around crowds; has contact with potentially violent or emotionally distraught persons; has exposure to potentially vicious animals; has exposure to life threatening situations; has exposure to fire; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to hazardous driving conditions (e.g., collector is on the back of a truck around other public drivers, etc.); has exposure to shaking objects or surfaces; has exposure to second-hand smoke.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered heavy work.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

**JOB DESCRIPTION AND WORKER CHARACTERISTICS:**

JOB DUTIES in order of importance

**ESSENTIAL FUNCTIONS OF THE POSITION:** For purposes of 42 USC 12101:

35% (1) Assists the Service Department workers with maintenance and repairs; performs building maintenance and repairs; performs property maintenance and repairs; performs lawn maintenance throughout the Village; performs ditching and culvert pipes replacement; helps identify and repair pot holes; assists with dumping spreading, shoveling, raking, tamping, and rolling asphalt for street patching and resurfacing, crack sealing, thermoplastic overlays, and slurry seals; assists with repairs or replacement of cracked, raised, sunken or otherwise damaged sidewalks, curbs, gutters and guard rails.

30% (2) Operates the backhoe to perform maintenance and repairs of Village sewer systems; installs Village sewer systems; uses electronic level equipment to install drainage pipes; repairs outages of electrical systems; performs light replacements; washes, cleans, paints and performs preventive maintenance and repair on Service vehicles and equipment; ensures all crew members are instructed on daily tasks; ensure completion of daily tasks.

30% (3) Performs maintenance of Village roadways; sweeps and/or shovels or picks-up of rubbish and debris from Village streets, gutters, and sidewalks; performs cleanup of catch basins; ensures maintenance of drainage systems; performs leaf collections on Village streets and mows grass, trim trees and weed eats sidewalks and right-of-ways; operates snow removal equipment; performs snow removal and ice control through salting.

(4) Maintains required licensure and certifications, if any.

(5) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(6) Demonstrates regular and predictable attendance; may be required to report to work outside normal working hours.

**OTHER DUTIES AND RESPONSIBILITIES:**

5% (7) Performs other duties as required.

**MINIMUM ACCEPTABLE CHARACTERISTICS:** (\* indicates developed after employment)

**Knowledge of:** two-way radio operations; Village/department goals and objectives;\* Village/department policies and procedures;\* workplace safety practices and procedures;\* computers and computer programs (e.g., Microsoft Office, etc.); job planning and implementation; electrical principles; utility construction; highways; general construction; maintenance and repair; repair procedures; auto and truck mechanic maintenance; mechanical maintenance; heavy and medium duty equipment maintenance and repair; snow and ice removal; English Grammar and spelling; landscape equipment; building maintenance; construction methods in carpentry; plumbing; storm sewers; street maintenance; zoning development standards; building codes; subdivision regulations and building regulations; traffic control devices.

**Skill in:** decision-making and communication; motor vehicle operation; use of bench and/or hand tools; use of maintenance equipment and tools; use of light and heavy motorized equipment.

**Ability to:** interpret a variety of instructions in written, oral, picture, or schedule form; deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; communicate effectively; communicate directly with the public and government officials; develop and maintain effective working relationships; resolve complaints; quickly and thoroughly solve complex problems; travel to and gain access to worksite; perform heavy manual labor for extended periods of time in often adverse conditions; handle hazardous materials; deal with high traffic areas; lift 150 lbs. unassisted; perform heavy manual labor for extended periods of time in often adverse conditions.

**POSITIONS DIRECTLY SUPERVISED:**

None.

(Signature of Appointing Authority) (Date)

(Signature of Employee) (Date)