

VILLAGE OF SOUTH RUSSELL

An Equal Opportunity Employer

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POSITION DESCRIPTION

Employee Name:		Position Title:	Maintenance / Laborer
Class Number:		Class Title:	Maintenance / Laborer
Dept./Div.:	Service Department	Employment Status:	Full-time
Reports to:	Street Commissioner	FLSA Status:	Non-exempt
Normal Hours:	7:00 a.m. - 3:30 p.m. (Mon. - Fri.)	EEO Status:	08 – Service / Maintenance

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

Developed by:

Date Adopted: 3/11/19

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43017

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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

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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)

Date Adopted: 3/11/19
Date Revised:

Developed by:
Clemans, Nelson & Associates, Inc.
Dublin, Ohio 43017

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