

POSITION DESCRIPTION

UNION TOWNSHIP

An Equal Opportunity Employer

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NAME OF EMPLOYEE: _____

CLASS TITLE: Laborer

WORKING TITLE(S): Laborer

REPORTS TO: Operations Supervisor ELSA STATUS: Nonexempt

PAY STATUS: Resolution/Motion EMPLOYMENT STATUS: Full-time, at will

DOL/0*NET CODE: 899.684-046/49-9071.00

JOB RESPONSIBILITIES; In addition to the following, performs other related duties as required.

Under general supervision, performs various unskilled and semi-skilled tasks in the performance of road and cemetery maintenance activities; maintains Township vehicles and equipment.

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the knowledge, skills and abilities listed below. An example of an acceptable qualification for this position is:

Knowledge of traffic laws and regulations governing motorized equipment operation; safety practices and procedures; training and/or work experience in maintenance of roads and cemetery and other related components and/or experience which indicates a basic knowledge of public works maintenance procedures or equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities. Must possess a valid State of Ohio Commercial Driver's License. Must be able to read, write, speak, and understand the English language.

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 use 12101.
Listed in order of importance.

1. Performs various unskilled and semi-skilled tasks in the performance of road and cemetery maintenance activities (e.g., prepares grave sites, patches roads, cleans ditches, operates snow plow, cuts brush, trims trees, maintains equipment, hauls stone and brush, installs road signs and markers, mows cemeteries and ditches, operates backhoe, mowers, trucks and other related equipment, etc.).
2. Services and performs minor maintenance and repair on equipment operated (e.g., greases, performs oil and filter changes, replaces parts, checks fluid levels, lights, etc.).

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3. Performs various custodial duties to maintain Township building and grounds, e.g., empties wastebaskets, removes trash; paints building and equipment, wet mops floors; cleans and maintains sanitary restrooms; cleans windows; sweeps parking lot, shovels walkways.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES necessary to perform duties (* indicates developed after employment).

Knowledge of: road and cemetery maintenance techniques, materials and equipment; safety practices and procedures; policies and procedures of the department; equipment maintenance procedures; procedures, materials and equipment utilized in custodial operation.

Skill in: operating light and heavy equipment (i.e., mowers, pickup trucks, dump trucks, snow plows, backhoe, etc.) and hand tools; routine equipment maintenance; watching gauges, dials, or other indicators to make sure a machine is working properly; understanding the implications of new information for both current and future problem-solving and decision-making; time management; talking to others to convey information effectively.

Ability to: define problems, collect data, establish facts, draw valid conclusions; follow detailed, but basic oral and written instructions; demonstrate physical fitness; read, write, speak, and understand the English language; keep your hand and arm steady while moving your arm or while holding your arm and hand in one position; demonstrate manual dexterity; see details at close range (within a few feet of the observer); see details at a distance; use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing; bend, stretch, twist, or reach with your body, arms, and/or legs; make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects; coordinate the movement of your arms, legs, and torso together when the whole body is in motion; communicate information and ideas in speaking so others will understand; operate light and heavy equipment; match or detect differences between colors, including shades of color and brightness; travel to and gain access to worksite.

EQUIPMENT OPERATED

Side-arm mower, front end loader, back-hoe, welder, lawn mowers, pick-up truck, dump truck, snowplow, tractor, air compressor, sand spreader, salter, cement mixer, brush chipper.

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

Exposure to severe weather, construction hazards, traffic, heavy equipment, loud noise, irritating chemicals, animals, dust and hazardous driving conditions; travels to and gains access to worksite; subject to emergency call-out; exerts up to 100 pounds of force occasionally (occasionally: activity or condition exists up to 1/3 of the time) and/or up to 50 pounds of force frequently (frequently: activity or condition exists from 1/3 to 2/3 of the time) and/or 30 pounds of force constantly (constantly: activity or condition exists 2/3 or more of the time) to lift, carry, push, pull, or otherwise move objects.

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, required to lift, push, pull, and/or carry objects heavier than DOL strength ratings recommend.

LICENSURE OR CERTIFICATION REQUIREMENTS

Must possess and maintain a valid State of Ohio Commercial Driver's License; must maintain insurability according to Township policy.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform duties required by the Township Trustees.

Approved by Township Trustees

Date

My (employee) signature below signifies that I have reviewed my position description and that I understand the contents of the position description. I will perform to the best of my ability the job duties and requirements specified in this position description. I understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these activities.

Signature of Employee

Date