

City of West Carrollton, Ohio
An Equal Opportunity Employer

Position Title: Maintenance Worker Laborer

Department: Service Department

Employment Status: Full-time

FLSA Status: Non-Exempt



GENERAL NATURE OF WORK: An employee in this class is responsible for the performance of various physical tasks and works with special tools and/or various types of light motorized equipment in the Street Division and Refuse Division within the Service Department.

The Maintenance Worker Laborer, working alone or with a crew member, performs tasks outlined by the Public Works Superintendent or his assigns. Although regular assignments may be performed according to established routines and under general supervision only, other assignments may be performed under direct supervision or according to specific and detailed instructions.

MAJOR JOB DUTIES AND RESPONSIBILITIES:

1. May operate dump truck, salt spreader, snow plow, leaf collector, jet rodder/vactor unit, street sweeper, asphalt roller, paint striping machine, refuse packer, bobcat skid steer loader, bucket truck and other similar or related equipment.
2. Assist in the performance of street surface repairs using various types of equipment such as air compressor and jackhammer while using patching materials and hot mix asphalt.
3. Assists with the installation or repair of storm sewer lines and manholes.
4. Assists in removal of blockages in storm sewer lines, drainage ditches and related cleanup.
5. Assist in removing or installing concrete work such as sidewalks, driveway aprons, and curbs and gutters.
6. Assists in installing, maintaining or removing street signs and traffic lights as necessary.
7. Assists in leaf pick-up, quarterly refuse pick-up and daily refuse pick-up.
8. Assist in painting pavement traffic markings.
9. Assists in cutting and removing trees located in traffic rights-of-way.
10. Assists in repair work involving welding, cutting, and soldering.
11. Assists with safety checks, general servicing, general maintenance, and minor repair of automotive and other Division equipment.
12. Performs the daily collection of refuse containers and carries them from the curb to the refuse truck, empties refuse containers into the refuse truck, returns containers to the curb.
13. Operates the mechanism for loading, compressing and dumping refuse on the refuse truck.
14. Performs routine janitorial, plumbing and grounds maintenance duties.
15. Performs other duties as required in assigned Division and/or other Divisions.

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SUPERVISORY RESPONSIBILITIES:

This is an entry-level position and is NOT deemed a supervisory position.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

1. General knowledge of the operations and maintenance of storm drainage systems, roadways, traffic control systems, and refuse collection systems.
2. General knowledge of the operations and maintenance of job related vehicles, machinery, tools, and equipment.
3. General knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance of assigned duties.
4. Sufficient experience to safely operate mechanical and motorized equipment under all types of weather conditions.
5. Basic mechanical aptitude including ability to diagnose problems and determine causes of malfunctions.
6. General knowledge of basic mechanical, hydraulic and electrical principles, and related tools and equipment and knowledge of basic maintenance principles.
7. Skill in dealing firmly, tactfully, and courteously with the general public and city employees.
8. Ability to establish and maintain effective working relationships with city officials, fellow employees, other city employees, and the general public.
9. Ability to perform manual labor for extended periods of time under any and all types of weather conditions.
10. Ability to understand and follow verbal and/or written instructions.
11. Ability to maintain records, prepare reports and write and speak clearly.
12. Ability to work under the direction of the Public Works Superintendent and/or his assigns.

DESIRABLE TRAINING AND EXPERIENCE:

1. Graduation from a standard high school or equivalent, supplemented by some experience in routine maintenance activities; or any combination of training and experience which provides the desired knowledge, skills, and abilities.

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NECESSARY SPECIAL REQUIREMENTS:

1. Valid State of Ohio driver's license.
2. Knowledge of state and local motor vehicle laws.
3. Ability to obtain a valid State of Ohio Class B Commercial Driver's License with Air Brake and Tanker Endorsement within twelve (12) months of employment.
4. Must be in good physical condition, i.e. ability to meet Essential Functions of Position and drug testing as required by the State of Ohio and/or the City of West Carrollton.
5. Ability to work other than normal working hours, including holidays, and to be available for standby call-in assignments as necessary.

ESSENTIAL FUNCTIONS OF POSITION:

The following list of Essential Functions for the above named position includes activities that must be performed efficiently, effectively, and safely in the execution of daily required tasks.

1. Ability to perform the related job duties and responsibilities of the position of Maintenance Worker Laborer (maintenance of street and refuse systems and related equipment)
2. Ability to extend arms in a wide range of movements (reach files, documents, publications, equipment handles)
3. Ability to effectively manipulate hands, fingers and wrists or to duplicate the following by other means (grasping, holding, keyboarding, repetitive movements)
4. Ability to visually define, recognize, evaluate and differentiate objects (seeing written information, messages, signs, warnings, safety hazards)
5. Ability to effectively read and comprehend written communication (read memos, technical manuals, instructions, labels)
6. Ability to physically negotiate different types of terrain with proper mobility to control body direction (walk over curbs and obstacles, on gravel, over unimproved paths and hilly terrain, on flat surfaces, tile, carpet)
7. Ability to exert enough force to elevate objects of varying weight and size (lifting equipment, tools, humans, protective equipment)
8. Ability to exert enough force to move stationary objects towards or away from their former position (pull carts, equipment, push carts, machinery)
9. Ability to apply enough physical effort to lift the body's center of gravity to a higher or lower position (climb ladders, stairs, ropes, walls, equipment, towers)

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description. I agree that I am able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made by the City to enable employees with disabilities to perform the essential functions of their job, absent undue hardship to the City.

(Signature of Employee)

(Date)

(Approving Authority)

(Date)