

POSITION TITLE: Laborer

DEPARTMENT: Street

FLSA STATUS: Non-Exempt

PAY GRADE: 1

REPORTS TO: Street Superintendent and Assistant Superintendent

VILLAGE OF MONTPELIER

QUALIFICATIONS

Any combination of training and work experience which indicates the possession of the knowledge, skills and abilities listed below.

An example of acceptable qualifications:

High school diploma, GED, or training and experience which evidences the basic knowledge of safety practices and procedures, street maintenance, and the operation of equipment; possession of a valid Ohio Driver's License; and CDL with air brake (Class B).

LICENSURE OR CERTIFICATION REQUIREMENTS

Must possess and maintain a valid State of Ohio Class B Commercial Driver's License (CDL)

ESSENTIAL FUNCTIONS OF THE POSITION (For purposes of 42 USC 12101)

- May perform unskilled construction, maintenance and repair functions; trims trees and bushes; sweeps, shovels or rakes building or grounds; operates hand mowers and weed eater to maintain outside grounds; paints inside and outside of Village facilities and remote structures; operates various types of automotive equipment as assigned; loads and unloads materials as needed; cleans drainage structures by hand; collects garbage from containers and dumps same into trucks
- May perform street department duties; maintains Village streets; applies hot or cold patches to chuck-holes and street surfaces; rakes, levels, rolls and taps asphalt; sweeps streets; removes snow; repairs and maintains landscape; spreads seed; clears brush; mows grass; picks up and removes tree limbs, leaves and other debris; applies traffic and pedestrian marking to road or pavement surfaces; repairs or replaces traffic signs; hauls gravel, salt and other materials
- Performs facility, equipment and supplies functions, performs preventative maintenance of facility and equipment; performs routine cleaning and maintenance of facility and equipment; restocks paper products and supplies; mops and sweeps floors; performs routine maintenance and minor repair of vehicles and equipment
- Assists maintenance or operations personnel in an unskilled manner, as needed
- Follows all department safety procedures and uses personal protective equipment
- Required to be on call
- Demonstrates regular and predictable attendance

Date Adopted: October 23, 2017

Date Revised: December 18, 2023

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EQUIPMENT OPERATED

Performs any other duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS *indicates developed after employment

Knowledge of: village policies and procedures*; safety practices and procedures; vehicles, tools, equipment and supplies used in street construction, maintenance and repair; techniques and methods used in grounds maintenance activities; utility construction, maintenance and repair; techniques and methods used in street maintenance repair; custodial methods and techniques.

Skill in: motor vehicle operation

Ability to: perform heavy manual labor for extended periods of time in often adverse weather conditions; use hand tools in performing routine equipment maintenance and repair; carry out simple instructions; cooperate with co-workers on group projects; tactfully handle public contacts; perform manual tasks for extended period of time in often adverse weather conditions; lift 50 lbs. and walk up and down stairs and climb a ladder.

EQUIPMENT OPERATED

Tapping machines, hydra stop, jack hammer, air compressor, dump truck, pickup truck, step van, power tools, hand tools, dumpster.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

Employee Signature

Approving Authority

Employee (Print Name)

Date

Date

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