

# VILLAGE OF SOUTH LEBANON

An Equal Opportunity Employer

## POSITION DESCRIPTION

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**Position Title:** Skilled Maintenance

**Name:**

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**Employment Status:** Full-time

**Dept./Div.:** Utilities

**FLSA Status:** Non-Exempt

**Reports To:** Superintendent/Administrator

**Pay Status:**

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**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:

Completion of secondary education or equivalent, plus previous experience in concrete, asphalt, water, and sewer line repair and installation, and building, grounds, or street maintenance, or equivalent training, and/or experience.

### LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid Ohio driver's license; Ohio Commercial Driver's License.

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

1. Performs a variety of unskilled, semi-skilled, tasks in order to assist with the maintenance of streets and other village facilities or property (e.g. erects street signs, paints traffic lines, installs guardrails, patches roadways, seals cracks in roadways, cleans and repairs storm sewers, cleans ditches, plows snow, etc).
2. Performs a variety of skilled trades, such as installs and repairs water and sewer lines in accordance with approved standards, installs and repairs complex concrete and asphalt jobs, assists with plumbing, electrical, and other skilled remodeling and construction tasks.
3. Performs general landscaping duties (e.g., grass cutting, weed eating, tree trimming and cutting, etc.); maintains parks, ball fields, and school buildings; performs painting, drywall, and remodeling tasks.
4. Operates light and heavy motorized equipment in order to assist with the maintenance of streets and other Village facilities (tractor, dump truck, mower, sewer jet, etc.); maintains vehicles and equipment.
5. Lifts and carries objects weighing up to one hundred (100) pounds.
6. Demonstrates regular and predictable attendance.

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Developed by:

Date Adopted: 12-16-10

Clemans, Nelson & Associates, Inc.

Date Revised:

Loveland, Ohio 45140

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7. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
8. Maintains valid Ohio driver's license and Commercial Drivers License.

### **OTHER DUTIES AND RESPONSIBILITIES:**

1. Performs any other related duties as assigned.

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

**Knowledge of:** village policies and procedures; department policies and procedures\*; safety practices and procedures; general construction, maintenance, and repair; electrical installation, maintenance, and repair; road construction, maintenance, and repair; utility construction, maintenance, and repair; building construction, maintenance, and repair; mechanical maintenance; grounds maintenance and repair; heating, ventilation, and air conditioning installation, maintenance, and repair; basic water and sewer monitoring and maintenance; tool and vehicle use and maintenance; basic plumbing; basic building inspection; painting techniques.

**Skill in:** heavy equipment operation; use of bench and/or hand tools; carpentry; masonry; plumbing; pipe fitting; welding; motor vehicle operation.

**Ability to:** carry out instructions in written, oral, or picture form; deal with problems involving several variables within familiar context; recognize unusual or threatening conditions and take appropriate action; develop and maintain effective working relationships; perform heavy manual labor for extended periods of time in often adverse conditions; travel to and gain access to work site.

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

Backhoe, bobcat, plow truck, dump truck, tractors, mowers, jackhammer, saws, and other related hand and power tools.

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

The employee must negotiate, use, or work with or in the vicinity of:

1. Portable metal ladders.
2. Fixed ladders.
3. Noisy operations or activities.
4. Compressed gasses (including acetylene).

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- 5. Flammable and combustible liquids.
- 6. Personal protective equipment.
- 7. Confined spaces.
- 8. Portable fire extinguisher.
- 9. The handling of materials and supplies.
- 10. Hand operated power truck.
- 11. Portable jacks.
- 12. Air contaminants.
- 13. Hazardous chemicals.
- 14. Trenching and shoring activities.
- 15. Construction type equipment.
- 16. Construction activity.

**GENERAL DUTY: SAFE AND HEALTHFUL WORKPLACE:**

The employee:

- 1. May be exposed to potentially dangerous situations.
- 2. Is frequently exposed to hot, cold, wet, humid, and windy weather conditions.
- 3. Is occasionally exposed to hazardous driving conditions.
- 4. Is occasionally exposed to shaking objects or surfaces.
- 5. Is exposed to dust and dirt.
- 6. May occasionally encounter hostility from the general public.

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.

\_\_\_\_\_  
(Approval of Appointing Authority)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

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