

CITY OF SOUTH LEBANON

An Equal Opportunity Employer

POSITION DESCRIPTION

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Dept./Division:	Public Works – all Departments	Employee Name:	
Position Title:	Laborer	Employment Status:	Full-time, Temporary
Reports To:	Foreman or other Designee	FLSA Status:	Non-exempt

MINIMUM QUALIFICATIONS FOR EMPLOYMENT: An example of acceptable qualifications: Completion of secondary education or equivalent (high school diploma or GED) and one (1) year recent documented work experience and/or training in: general building, labor and vehicle and equipment maintenance operation and repair; or, in street maintenance and construction and traffic painting and signing work; or any equivalent combination of education, experience, and training which provides the required knowledge, skills and abilities. Minimum qualifications are dependent upon the City’s Public Works department to which assigned.

LICENSURE OR CERTIFICATION REQUIREMENTS: Must possess a valid State of Ohio driver’s license and must remain insurable under the City’s vehicle insurance plan.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive. Cell phones and/or two-way radios; computer, copier, fax, telephone, scanner, and other standard modern/business office equipment; motor vehicles, shredder trucks; dump trucks, skid loader, front end loader, walking floor trailers, lifting arms, backhoe, generators, air compressors, shoring equipment, concrete mixer, snow plow, fork lift, and other light and heavy motorized vehicles and equipment; power drills, grinders and sanders, jack hammer; weed eater, mower, pumps, paint sprayer, chain saw, circular saw, shovels, rakes, pliers, wrenches, hammers, screwdrivers, chisels and other miscellaneous power and hand tools. Equipment operated is dependent upon the City’s service department to which assigned.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: Employee ascends and/or descends ladders, stairs, or scaffolds; has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); works on and around powered platforms and/or vehicle mounted platforms (e.g., manlifts, fire trucks); 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., loud sirens, screaming people, building alarms, etc.); is exposed to possible injury from hazardous gases, chemicals, flammables, air contaminants, hazardous waste, unclean or unsanitary conditions, electrical shock; exposed to possible injury from radiation; 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 or vicious animals or life threatening situations; has exposure to fire, hot, cold, wet, humid, or windy weather conditions; exposure to extreme non-weather related heat or cold; exposure to shaking objects or surfaces; exposure to second-hand smoke; exposure to hazardous driving conditions; works, first, second or third shift; is periodically exposed to blood and other bodily fluids, as well as other potentially infectious materials; uses eye and face protection for potential exposure to flying objects, respiratory protection for potential exposure to airborne contaminants, head protection for potential impacts of objects to the head, and occupational foot

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protection for potential impacts of objects to the feet; participants in medical and first aid activities; exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to exerts 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently; occasionally lifts objects 50 pounds or less; occasionally carries objects 50 pounds or less; occasionally pushes objects 50 pounds or less; occasionally pulls objects 50 pounds or less.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium 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

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

- (1) Maintains appearance of City by collecting yard waste, chipping, mowing, and trimming weeds of City property, etc.
- (2) Assists in maintaining equipment and other recreational facilities; performs commercial building and/or office maintenance functions, i.e., routine plumbing repairs, routine carpentry work, etc.
- (3) Cleans City vehicles, including but not limited to, trucks; cleans City buildings utilizing proper safety methods.
- (4) Assists in maintaining equipment and other recreational facilities; performs commercial building and/or office maintenance functions, i.e., routine plumbing repairs, routine carpentry work, etc.
- (5) May perform maintenance duties in other departments as assigned or when required.
- (6) Attends meetings and serves on committees, as directed; attends training and seminars, as directed.
- (7) Maintains required licenses and/or certificates.
- (8) Demonstrates regular and predictable attendance; may be required to work extra hours, evening hours, weekends and/or holidays as necessary;

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(9) Meets all job safety requirements and all OSHA safety standards that pertain to essential functions.

OTHER DUTIES AND RESPONSIBILITIES:

Performs other duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: City goals and objectives;* City policies and procedures;* safety practices and procedures; two-way radio operations; road construction, maintenance, and repair; water distribution systems, construction, and repair; sewer construction, maintenance, and repair; utility construction, maintenance, and repair; general construction, maintenance, and repair; vehicle maintenance and repair; heavy and medium duty equipment maintenance and repair; grounds maintenance and repair; traffic control device preparation, maintenance, and repair; snow and ice removal; proper lifting techniques; custodial methods and techniques; English Grammar and spelling.

Skill in: computer operation; data entry; use of modern office equipment; computer programs (e.g., Microsoft Office); motor vehicle operation; mechanics; use of bench and/or hand tools; use of mechanics' tools and equipment.

Ability to: carry out instructions in written, oral, or picture form; recognize unusual or threatening conditions and take appropriate action; read, copy, and record figures accurately; perform basic addition and subtraction; complete routine forms; prepare accurate documentation; respond to routine inquiries from public and/or officials; communicate effectively; recognize safety warnings; maintain records according to established procedures; cooperate with co-workers on group tasks; develop and maintain effective working relationships; travel to and gain access to worksite; perform medium manual labor.

POSITIONS DIRECTLY SUPERVISED:

None.

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 (employee) signature below signifies that I have reviewed my position description, and that I understand the contents of the position description. I agree to abide by the requirements set forth. I understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these activities.

(Approval of Appointing Authority or Designee)

(Date)

Date Adopted:

Developed by:

Date Revised:

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Employee Name:

Position Title:

Laborer

(Employee Signature)

(Date)

Date Adopted:
Date Revised:

Developed by:
Clemans, Nelson & Associates, Inc. {8/25/2022 PDSLBI 00284480.DOCX }