

VILLAGE OF SOUTH LEBANON

An Equal Opportunity Employer

POSITION DESCRIPTION

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Dept./Division:	Public Works – all Departments	Employee Name:	
Position Title:	Maintenance Worker	Employment Status:	Full-time
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 Village'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 Village'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, dump trucks, skid loader, front end loader, walking floor trailers, lifting arms, backhoe, bulldozers, asphalt paver, street sweeper, Jet/Vac truck, 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; welding or cutting apparatus, welding torches; main line sewer camera, sewer lateral push camera, sewer easement machine, sewer eel, laser; 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 Village'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

Date Adopted:

Developed by:

Date Revised:

Clemans, Nelson & Associates, Inc. {7/29/2019 PDSLBVI 00235964.DOCX }

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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:

- 20% (1) Perform fabrication and repairs; maintain computerized records of repairs, parts and repair times. May operate a street paint machine or spray gun in painting line markings on pavement including street lines and crosswalks; install guard rails, traffic markers, delineators, and reflectors. May clean and televises sanitary sewers and main lines, manholes, Village stations, removing debris and blockages; clean storm sewers and main lines, catch basins, collection boxes outfall areas, removing debris and blockages; make concrete repairs and replacement of catch basin curb, sidewalks, drive approaches and manholes assuring compliance with policies and procedures of the Village.

- 20% (2) May inspect collection systems. May repair street surfaces by cutting or removing loose materials, hand sweeping, and spraying tack coats; identify and repair pot holes; dumps, spreads, shovels, rakes, tamps, and rolls asphalt for street patching and resurfacing, crack sealing, thermoplastic overlays, and slurry seals; repair or replace cracked, raised, sunken or otherwise damaged sidewalks, curbs and gutters and guard rails. May operate pumps, valves and other equipment, regulating such equipment as necessary; take and interpret readings of temperatures, pressures, weights, flow and other data which are obtained from various gages and meters; collect samples of wastewater, performs laboratory analysis, interprets and records results.

- 20% (3) May perform preventive maintenance and minor repairs on service vehicles, pick-up trucks, dump trucks; operate vehicles and equipment as needed. May perform concrete work including removal of old surface material as well as pouring, forming and finishing of concrete; conduct traffic control when working in high traffic areas of the Village; install street barricades and cones prior to the performance of maintenance or repair activities; direct and control traffic around work

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sites. May make semi-skilled repairs and adjustments to plant equipment; assist supervisor in making major repairs to equipment; notify supervisor when additional supplies are needed.

10% (4) Pick up litter. May prepare, install, and replace, Village sign posts and signs; fabricate new signs; clean and maintain existing signs; trim trees in compliance with line of sight clearance for street signs. May mark sanitary and storm main lines prior to contractor digging; clean and prepare sanitary and storm sewers prior to contractor lining or repair work.

10% (5) May drive trucks, following established routes, through residential streets or alleys or through business or industrial areas. May maintain Village right-of-ways; sweep and/or shovel or pick-up rubbish and debris from Village streets, gutters, and sidewalks; clean catch basins; perform leaf collections on Village streets and mow grass, trim trees and weed eat sidewalks and right-of-ways; participate in snow removal and ice control. May participate in maintaining the plant structures and surrounding grounds.

10% (6) May wash, clean, lubricate, paint and perform preventive maintenance on department vehicles and equipment.

5% (7) May perform maintenance duties in other departments as assigned or when required.

(8) Attends meetings and serves on committees, as directed; attends training and seminars, as directed.

(9) Maintains required licenses and/or certificates.

(10) Demonstrates regular and predictable attendance; may be required to work extra hours, evening hours, weekends and/or holidays as necessary; due to the nature of the job, when scheduled for on-call assignment, the Maintenance Worker must be available to return to work after normal work hours or on weekends and/or holidays when called to do so, to handle emergency maintenance and/or safety issues that arise.

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

OTHER DUTIES AND RESPONSIBILITIES:

5% Performs other duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: Village goals and objectives;* Village policies and procedures;* safety practices and procedures; two-way radio operations; road construction, maintenance, and repair; water distribution

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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)

(Employee Signature)

(Date)