



# City of New Philadelphia, Ohio

## JOB DESCRIPTION

**Division/Department:** General Services

**Location:** Street Department

**Job Title:** Laborer - Seasonal

**Reports To:** Superintendent of General Services

**Supervises:** N/A

**Hours:** 40 per week, as scheduled by supervisor.

EXEMPT

NON-EXEMPT

BARGAINING

NON-BARGAINING

### SUMMARY OF POSITION

Performs manual labor in the Street Department to provide reliable service to the residents of the City.

### EDUCATION REQUIREMENTS

- High school diploma or GED, or equivalent training or experience.
- Reasoning:
  - Ability to solve practical problems.
  - Interpret a variety of written and oral instructions.
- Mathematical:
  - Ability to perform ordinary mathematical and algebraic procedures in standard, practical applications.
  - Basic computer skills.

### CERTIFICATION AND/OR LICENSURE REQUIREMENTS, KNOWLEDGE, SKILLS, AND ABILITIES

- Valid Ohio Driver's license.
- Thorough knowledge of traffic and safety rules and accident prevention practices.
- Mechanical aptitude.
- Ability to frequently bend, squat/kneel, twist/turn, climb, reach above shoulder, and work with cold substances.
- Ability to frequently lift up to 40 pounds; occasionally lift 41 to 100 pounds.
- Ability to walk 4 hours with break and stand 4 hours with break.

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**SPECIFIC DUTIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Operates non-CDL City vehicles.
- Picks up trash and/or recyclables in bags or cans or piled at curb strip and properly disposes of each.
- Light building maintenance and janitorial duties, and cleans vehicles and services equipment.
- Performs general lawn maintenance functions, such as mowing, weed-eating, and raking of leaves, etc.
- Consistently checks and responds to incoming email communication.
- Performs other work or duties assigned by supervisor or designee.

► Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the City.

**WORK EXPERIENCE REQUIREMENTS**

- Possess the necessary skills in the safe operation of equipment, per job description.
- Must update skills as required.
- Ability to communicate effectively both orally and in writing in the English language.
- Ability to perform all required duties, both mentally and physically.
- Ability to maintain working relationship with other workers.
- Can be expected to work at any time.
- Will work shifts.
- Ability to work independently and is self-supporting.
- Displays discipline and focus in the work environment.

REVIEWED BY      Ray Grewell      *Title: Superintendent*

APPROVED BY      Ron McAbier      *Title: Service Director*

The City of New Philadelphia is an Equal Opportunity Employer (EOE), Minority/Female/Veteran/Disabled, offering a great work environment, challenging career opportunities, and competitive compensation.