



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.