

CITY OF PORT CLINTON

An Equal Opportunity Employer

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POSITION DESCRIPTION

Employee Name:		Position Title:	Semiskilled Laborer
Dept.:	Service Department	Employment Status:	Full-time
Reports to:	Street Dept. Foreman	FLSA Status; Pay:	Non-exempt
Salary Range:	Collective Bargaining Unit	Civil Service Status:	Classified

GENERAL DESCRIPTION:

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education or equivalent (e.g., GED), and previous experience in operation of light duty equipment, power and hand tools, and/or general maintenance and repair.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license; must have the ability to obtain and maintain a valid Ohio commercial driver's license (CDL) with appropriate endorsements within one (1) year from date of hire; must maintain insurability under the City's vehicle insurance policy; may be required to obtain pesticide licensure from the State of Ohio.

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

Motor vehicles (e.g., pickup, dump truck, etc.); loader, snowplow, air compressor, generator, jackhammer, tractor, mower, chipper, edger, weed cutter, ladders, hoists, wheelbarrow, hand and power tools, cleaning equipment, telephone, two-way radio; computer and modern standard office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Employee ascends and/or descends ladders, stairs, or scaffolds; 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 hazardous gases, chemicals, flammables, air contaminants, hazardous waste, unclean or unsanitary conditions, electrical shock; exposed to possibly injury as a result of working with moving mechanical parts of equipment or machines; 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 hazardous driving conditions; 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.

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43017

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POSITION DESCRIPTION

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JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

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

(1) Operates various light duty motorized equipment in the service, repair, and maintenance of the city and its facilities (e.g., pickup, dump truck, tractor, air compressor, generator, hoists, etc.); assists with installation, service, repair, and replacement of catch basin, sewer and water lines, curbs, and sidewalks (e.g., cleans, removes, and repairs pipe; sets steel and wood forms; pours and finishes concrete; etc.); performs general maintenance and repair duties on municipal buildings, plumbing and electrical systems, and mechanical systems, including replacing non-working or defective parts; inspects equipment regularly to ensure safe operation; maintains radio contact with supervisor to receive instructions.

(2) Performs semiskilled tasks involving street maintenance and repair activities (e.g., applies asphalt, patching compounds, and concrete; loads, unloads, and transports tools, equipment, and materials to and from work site; plows and removes snow and ice, spreads salt; cleans streets, alleys, and parking lots; removes and replaces damaged traffic signs; paints crosswalks and curbs; sets up work zones for traffic control, etc.); operates equipment for the purpose of maintaining athletic fields; uses a variety of hand tools on a daily basis.

(3) Performs various other services to maintain city grounds and property (e.g., mows grass, cuts brush and trims trees, sprays weeds and applies pesticides, plants shrubs and dig flowerbeds using gardening tools, collects debris, loads and hauls dirt and stone, washes equipment, sweeps walks, picks up parts, etc.); opens and closes graves; digs and pours concrete foundations for cemetery headstones, city sidewalks, and driveways; empties trash containers (e.g., cemetery, parks, beach, and parking lots, etc.); prepares ball fields (e.g., spreads dirt, drags and lines diamonds, mows outfields, etc.); performs routine building maintenance as necessary (e.g., fixes and replaces broken doors and windows; replaces switches and fuses; repairs and replaces building brick, stone, and concrete; maintains and repairs wood parts using carpenter tools; paints structures; replaces fixtures; cleans work areas; etc.).

(4) Prepares records and work completed, time spent, materials used, etc.; maintains tools, equipment, and supplies, and performs preventative maintenance, minor repairs, and routine cleaning of department vehicles and facilities; maintains regular communications with supervisor regarding availability of needed parts, complications, etc.; assists in monthly meter readings; answers calls and provides assistance to the public.

(5) Assists other departments as needed.

(6) Attends department meetings and training sessions as required.

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

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(8) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

(9) Performs other related duties as assigned.

(10) Position requires on-call status, weekend, and overtime work as necessary and/or as determined by supervisor, foreman, or Safety Service Director.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: light duty motorized equipment operation policies and procedures; safety practices and procedures; department policies and procedures;* general construction, maintenance, and repair; mechanical maintenance; grounds maintenance and repairs; snow and ice removal; local geographical area.

Skill in: motor vehicle operation; industrial mower operation; light duty motorized equipment operation; use of bench and/or hand tools.

Ability to: interpret a variety of instructions in written, oral, picture, or schedule form; deal with problems involving several variables within familiar context; determine material and equipment needs; read, copy, and record figures accurately; complete routine forms; communicate effectively; recognize safety warnings; maintain records according to established procedures; develop and maintain effective working relationships; travel to and again access to work site; perform heavy manual labor for extended periods of time in often adverse conditions; lift weight and/or exert force on a regular basis.

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 and understand and agree with the contents of this position description.

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)

Date Adopted:
Date Revised:

Developed by:
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