

# VILLAGE OF ARCHBOLD

An Equal Opportunity Employer

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## POSITION DESCRIPTION

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| <b>Employee Name:</b> Vacant               | <b>Position Title:</b> Street Laborer 1     |
| <b>Dept.:</b> Street Department            | <b>Employment Status:</b> Full-Time         |
| <b>Reports to:</b> Street Superintendent   | <b>FLSA Status/Pay:</b> Non-exempt          |
| <b>Normal Hours:</b> 7:30 a.m. – 4:00 p.m. | <b>EEO Status:</b> 08 – Service-Maintenance |

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**QUALIFICATIONS:** An example of acceptable qualifications:

Completion of secondary education or equivalent (high school diploma or GED); one (1) or more years of related experience and/or training; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

**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; must possess and maintain a valid Class B CDL from the State of Ohio; a Commercial Applicator's License from the Ohio Department of Agriculture is preferred.

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

Motor vehicle, air tools, dump truck, snow plow, street sweeper, backhoe, front end loader, bucket truck, air compressor, welder, torch, drill press, hand tools, mower, tractor, standard modern business office equipment.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

Employee works in the vicinity of floor or wall openings, elevated platforms, and/or runways; ascends and/or descends ladders, stairs, or scaffolds; works in a confined space; works in an area in which the means of egress is or can be obstructed; has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); 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; is exposed to possible injury from hazardous gases, chemicals, flammables, air contaminants, hazardous waste, unclean or unsanitary conditions, electrical shock; exposed to possible injury as a result of working with moving mechanical parts of equipment or machines; is exposed to possible injury from explosions; is exposed to 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 hazardous driving conditions; works second or third shift; has exposure to shaking objects or surfaces; this is considered heavy work and the employee must demonstrate the ability to perform the physical demands required of the position in accordance with the U.S. Department of Labor's physical demands strength ratings.

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.

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**Employee Name:**

**Position Title:** Street Laborer 1

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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:

- 35% (1) Performs a variety of unskilled, semi-skilled, and skilled laborer tasks in order to assist with the maintenance of streets and other Village facilities or property (e.g., applies hot or cold patches to potholes and street surfaces; chip brush; rakes, levels, rolls, and taps asphalt; sweeps street; removes snow; repairs and maintains sidewalks; picks up and removes tree limbs, leaves, and other debris; applies traffic and pedestrian markings to road or pavement surfaces; repairs or replaces traffic signs; hauls gravel, salt, and other materials; etc.).
- 30% (2) Performs unskilled construction, maintenance, and repair functions; trims and plants trees and bushes; mows, sweeps, shovels, or rakes buildings or grounds; operates various types of automotive equipment as assigned; loads and unloads materials as needed; cleans drainage structures by hand.
- 30% (3) Performs a variety of unskilled, semi-skilled, and skilled repair and maintenance tasks in Village offices and buildings (e.g., electrical, masonry, painting, welding, etc.); maintains electrical systems (e.g., replaces broken parts, installs switches and fixtures, mends wiring, changes bulbs and ballasts, replaces outlet receptacles, replaces worn parts, etc.); repairs concrete, brickwork, and other masonry; paints trim, walls, cabinets.
- (4) Attends meetings and serves on committees, as directed; attends training and seminars, as directed.
- (5) Maintains required licensure or certification, if any.
- (6) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (7) Demonstrates regular and predictable attendance.

#### OTHER DUTIES AND RESPONSIBILITIES:

- 5% (1) Performs other duties as assigned.

#### MINIMUM ACCEPTABLE CHARACTERISTICS: (\*indicates developed after employment)

**Knowledge of:** \*Village/department goals and objectives; \*Village/department policies and procedures; \*workplace safety practices and procedures; \*personnel rules and regulations; community resources and services; state, federal, and local laws and/or regulations; local geographical area; geographic layout of jurisdiction; English grammar and spelling; electrical installation, maintenance, and repair; electrical principles; road construction, maintenance, and repair; general construction, maintenance, and repair; grounds maintenance and repair.

**Skill in:** motor vehicle operation; use of bench and/or hand tools; use of mechanics' tools and equipment; snowplow operation.

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Date Adopted 01/07/2018

Developed by:

Date Revised \_\_\_\_\_

Clemans, Nelson & Associates, Inc.

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**Ability to:** carry out instructions in written, oral, or picture form; deal with problems involving several variables within familiar context; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; complete routine forms; respond to routine inquiries from public and/or officials; communicate effectively; understand a variety of written and/or verbal communications; develop and maintain effective working relationships; travel to and gain access to work site; operate heavy equipment, ladders, and hand tools; work in adverse weather conditions.

**POSITIONS DIRECTLY SUPERVISED:**

None.

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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)

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