

# VILLAGE OF BROOKLYN HEIGHTS

An Equal Opportunity Employer

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## POSITION DESCRIPTION

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<b>Position Title:</b>	Laborer	<b>Employee Name:</b>	
<b>Class Title:</b>	Laborer	<b>Class Number:</b>	
<b>Dept./Div.:</b>	Service	<b>Bargaining Status:</b>	Non-Bargaining
<b>Reports to:</b>	Service Director	<b>FLSA Status:</b>	Non-Exempt

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### JOB RESPONSIBILITIES:

Under general supervision of Service Director is responsible for maintenance and repair of Village parks facilities and sports fields, cutting of senior grass, snow removal, etc. Performs custodial maintenance work as required.

### QUALIFICATIONS:

High school or GED; or equivalent combination of education, training, and experience necessary to perform essential functions of position. Three (3) years of experience plowing snow or operating trucks/vehicles requiring a Commercial Drivers' License.

### ESSENTIAL FUNCTIONS: For purposes of 42 USC 12101: **note: percentages may vary based on assignments**

- 15% 1. As directed maintains Village parks and sports fields (e.g. performs grass cutting, weeding, and general landscaping of recreation properties; maintains pavilions; maintains benches; maintains playgrounds and equipment; maintains sports fields and baseball diamonds (e.g. marks playing fields/base lines; installs bases; repairs infields, ensures proper drainage of fields; etc.).
- 15% 2. Performs grass cutting for Seniors during Spring, Summer and Fall; places Senior garbage cans out for pick-up weekly and returns garbage cans after collection; etc.
- 15% 3. Performs minor and moderately-complex building and repair tasks (e.g., paints walls and ceilings; installs and repairs locks; cleans drains; installs or repairs light fixtures; etc.); moves furniture fixtures, equipment and materials; performs minor carpentry, electrical and plumbing tasks; operates pick-up truck to deliver equipment, pick up parts, etc.; accepts delivery of materials and assists in off-loading trucks; etc.
- 10% 4. Maintains cleanliness of interior of Village buildings, including Administration, Community Center, etc. (e.g. sweeps hallways, mops floors, cleans bathrooms and locker rooms; etc.).
- 10% 5. Performs various landscaping duties as required to maintain Village property (e.g. fall leaf pick-up; trims trees and removes fallen branches/limbs; removes weeds; as directed fertilizes and sprays pesticides; etc.); maintains other properties within Village to ensure aesthetic of Village; etc.
- 15% 6. Plows Village streets, parking lots, sidewalks, etc. during winter months as directed
- 10% 7. Operates equipment and machinery used in street/roadside construction and maintenance, including roadside grass maintenance and road coal patching (e.g. operates Bomford; and other light and medium motor equipment as assigned); etc.

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Date Adopted: \_\_\_\_\_

Developed by:

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

Clemans, Nelson & Associates, Inc.

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- 5% 8. Performs other duties related to community events (e.g. sets up community buildings for events and holidays; sets up for outdoor holiday or other events; posts notices on community message boards; delivers mail to village council members; etc.
- 5% 9. Retrieves electronic and hazardous materials waste for recycling and delivers waste to County recycling facility.
10. Maintains required licensures, certifications, etc.
11. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
12. Demonstrates regular and predictable attendance.

### OTHER DUTIES AND RESPONSIBILITIES:

- 0-5% 1. Performs other duties as required.
2. Must be available as required during winter months for snow and ice control, or during emergency situations.

### LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid State of Ohio driver's license. Must maintain insurability under Village insurance policies. Must possess commercial driver's license.

### KNOWLEDGE, SKILLS, AND ABILITIES: (\* indicates developed after employment).

**Knowledge of:** Village goals and objectives;\* Village policies and procedures;\* department policies and procedures;\* safety practices and procedures; general construction, maintenance, and repair; light, medium and heavy equipment operation; basic electrical installation, maintenance, and repair; basic plumbing; basic mechanical maintenance; roadside maintenance; roadway maintenance, and repair; grounds maintenance and repair; maintenance and repair of mowers; tool and vehicle use and maintenance; cleaning techniques; basic building inspection; painting techniques.

**Skill in:** motor vehicle operation; light and medium equipment operation; snow plow operation; mower operation; use of bench and/or hand tools.

**Ability to:** carry out instructions in written, oral, or picture form; deal with problems involving several variables within familiar context; recognize unusual or threatening conditions and take appropriate action; travel to and

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gain access to work site; develop and maintain effective working relationships; perform heavy manual labor for extended periods of time in often adverse conditions.

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

Snow plow; mower; Bomford; bobcat; service truck; hand/bench tools; shovel, broom, mop, etc.

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

The employee is exposed to, must negotiate, or work with or in the vicinity of: hazardous driving conditions (e.g., snow, sleet, ice, etc.); noisy operations or activities; moving trucks and vehicles; has exposure to dust and fumes; hazardous chemicals (i.e., anti-freeze, pipe cleaner fluid, pesticides, herbicides, etc.); compressed gases; flammable combustible liquids; broken glass and sharp objects; adverse weather conditions; chemicals commonly found in an office environment (e.g., toner, correction fluid, etc.); demanding, emotionally distraught, or potentially violent individuals; frequently lifts objects in excess of 50 pounds; physical demands include but are not limited to: frequent walking standing, sitting, bending, stooping, or stretching; frequently carries objects in excess of 50 pounds; occasionally pushes/pulls objects 100 pounds or more; exerts 50 to 100 pounds of force occasionally, and/or 25 to pounds of force frequently, and/or 10 to 20 pounds of force consistently to move objects.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium to heavy work.

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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 me. My signature below signifies that I have reviewed and understand the contents of my position description.

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

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