**VILLAGE OF HARVEYSBURG**

**JOB DESCRIPTION**

**POSITION TITLE: Laborer**

**DEPARTMENT: Streets and Buildings**

**REPORTS TO: Street Commissioner or Village Adminstrator**

**Appointment**

Appointment of this position is made by the Mayor with the approval of the Legislative Authority (Village Council).

**General Statement of Duties**

Under the general supervision, this position performs a variety of skilled tasks in maintenance, repair and construction of streets, storm sewer; vehicle maintenance; building maintenance and other activities.

Operates a variety of vehicles and equipment in the Village.

Inspects and maintains vehicles and equipment; reports malfunctions to supervisor;

Maintains availability to respond to emergency situations during non-working hours;

Assists with snow plowing and ice control functions;

Performs related work as assigned.

Maintains and repairs streets and roadways; performs asphalt and concrete maintenance

and repairs curbs and sidewalks; seals cracks and patches potholes; clears roads during

hazardous weather and other conditions including winter snow and ice events and floods;

Assists in maintaining Village right-of-ways including leaf and brush collection;

Fabricates, installs and maintains all Village signage, applies and maintains pavement

marking materials;

Assists in the maintenance and repair of parking lots and parking facilities;

Maintains safety awareness of those policies of the Village of Harveysburg

including use of proper traffic control and protection, and personal protective equipment.

Maintains planting, removal, trimming, and general care of trees and shrubs; performs mowing of Village property; maintains all flower beds; & brush collection;

Assists in maintaining all equipment including all vehicles, tractors, small

power equipment, and other equipment;

Assists in performing seasonal switch over equipment for leaf season, snow season, and

asphalt work;

Assists in performing preventative maintenance to all equipment on established schedules

including tire rotation, oil changes, and other routine repairs;

Assists in maintaining all municipal facilities including maintenance of , roofs, electrical, and plumbing systems; and cleaning of curb gutters and storm sewers.

Performs carpentry work as required;

Assists in the maintenance of Village’s street lighting including the replacement of

lighting units, bulbs, control cabinets, and other associated equipment;

Assists in maintaining all sidewalks and streets throughout the Village of Harveysburg

 including the removal of trash, power washing, sweeping and blowing of sidewalks and streets;

**Education**

High School Diploma or equivalent.

**Experience**

Prior experience as a laborer or maintenance worker.

**Material and Equipment Used**

Requires the ability to operate equipment and machinery such as heavy trucks, aerial lifts (up to 60 feet) rollers, ladders (up to 35’), excavating equipment, post installers

and removers, hand and power tools, and mowers, and requires the ability to maintain

and repair complex equipment and machinery.

**Physical Abilities**

 Sitting

 Standing

 Lifting/Carrying

 Walking

Talking

Hearing

Seeing

**Large Motor Skills**

 Bending Twisting

 Squatting

 Kneeling

 Climbing

 Reaching

 Grasping or Fine Manipulation

 Confined Space

 Balancing

 Pushing/Pulling

 Crawling

 Twisting

**Note:**

Sitting for long periods, example – snow plowing

Standing for long periods, example – traffic flagging

Lifting, example – 125 lb jackhammer

Carrying, example – 80 lb bags of crack sealer

Walking, example – hours of street cleaning

Climbing, example – using a ladder to install holiday decorations

**Environmental Conditions**

General Utility Workers are expected to perform essential job functions under a variety

of environmental conditions including but not limited to the following:

High or low humidity

Dust from asphalt or concrete work

Dust from pollen resulting from landscape maintenance

Extreme hot or cold weather when working outside

Loud noise and or/vibrations

The employee faces possible exposure to hazardous materials and infectious agents.

Specific visual demands required by this job include close, distance, peripheral and color

vision.

**Knowledge, Skills and Abilities**

**Customer Service**

Makes demonstrated efforts to listen and understand the customer, anticipate customer

needs and satisfy the customer through a timely response with information and action.

**Language Ability and Interpersonal Communications**

Written and verbal language sufficient to effectively understand and follow instructions,

as well as provide instructions to others, in English and perform manual labor in order to

perform duties in a safe and efficient manner.

Requires the ability to explain, demonstrate and clarify to others within well-established

policies, procedures and standards. Ability to follow specific instructions and respond to

simple requests from others.

Requires the ability to utilize a variety of reference, descriptive and/or advisory data and

information such as technical operating and maintenance manuals, blueprints, procedures,

guidelines and non-routine correspondence.

Requires the ability to communicate orally and in writing with all department personnel, other Village departments and agencies, residents and the public.

**Mathematical Ability**

Requires the ability to perform addition, subtraction, multiplication and divisions;

**Judgment and Situational Reasoning Ability**

Requires the ability to apply principles of rational systems. Ability to interpret

instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise

independent judgment to adopt or modify methods and standards to meet variations in

assigned objective.

Requires the ability to exercise the judgment decisiveness and creativity required in

situations involving the evaluation of information against sensory, judgment and/or

subjective criteria as opposed to criteria that is clearly measurable or verifiable.

**Safety Awareness**

Follows Village of Harveysburg’s rules, regulations and procedures surrounding safety and

safe work practices. Reports all unsafe conditions and acts to the supervisor. Reports all

accidents to supervisor immediately. Follows recognized safe practices.

**Team Work**

Takes actions that demonstrate consideration for the needs of others and the effect of

one’s behavior on others.

Demonstrates ongoing commitment to values of Village of Harveysburg

and serves as a role model to others in the organization.

**Selection Guidelines**

Formal application, rating of education and experience, oral interview and reference check,

job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that

may be performed. The omission of specific statements of duties does not exclude them from

the position if the work is similar, related or a logical assignment to the position.

Reasonable accommodations if needed will be provided for the employee to perform the

required job with adequate strength, dexterity, coordination, visual acuity and hearing in a

manner that does not pose a direct threat to the health or safety of the employee or others in

the workplace.

This job description does not constitute an employment agreement between the employer and

employee and is subject to change by the employer as the needs of the employer and

requirements of the job change.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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