

City of Hillsboro
An Equal Opportunity Employer
POSITION DESCRIPTION

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Employee Name:		Dept./Div.:	Public Works / Street
Position Title:	Public Works Laborer	Reports To.:	Public Works Crew Leader
Civil Service Status:	Unclassified	Class Title:	Not Assigned
Employment Status:	Full-Time	Class Number:	Not Assigned
FLSA Status/Pay:	Non-Exempt	EEOC Job Group:	Service-Maintenance

QUALIFICATIONS: An example of acceptable qualifications (at least one of the following):

- Completion of high school education or GED; and
- 0 - 1 years experience in maintenance and construction.
- Any combination of education, training and/or experience equivalent to the minimum qualifications stated above.

LICENSURE OR CERTIFICATION REQUIREMENTS: Must possess and maintain a valid State of Ohio vehicle operator's license, CDL Class B.

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

personal computer, printers, copier, telephone, and other standard business office equipment, motor vehicles, heavy equipment, backhoe, dump truck, boom truck.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to potentially violent or emotionally distraught persons, blood, bodily tissues, and fluids, hot, cold, wet, humid, or windy weather conditions, hazardous gases, chemicals, flammables, air contaminants or hazardous waste, possible injury as a result of electrical shock, crowds, lifting, carrying, pushing, pulling, potentially dangerous/fatal infectious diseases, works in an area in which the means of egress is or can be obstructed, possible injury from falling from high places, works in the vicinity of floor or wall openings, elevated platforms, and/or runways, works in the vicinity of dockboards (bridge plates), works on or around platforms and/or vehicle mounted platforms (e.g., manlifts, firetrucks, etc.), possible injury from explosions or fire, sharp objects, needles, and medical instruments, unclean or unsanitary conditions, chemical compounds found in an office environment (e.g., toner, correction fluid, etc.), hazardous driving conditions, works in confined space (e.g., manhole, trench, etc.), ascends and/or descends ladders, stairs, or scaffolds.

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

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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. Perform maintenance and repair of streets and roadways, including asphalt and concrete maintenance; repair curbs and sidewalks; seal cracks and patch potholes; clear roads during hazardous weather conditions, including snow, ice, and floods; assist in maintaining right-of-ways, including leaf and brush collection; fabricate, install, and maintain signage and pavement markings; assist in the maintenance and repair of parking lots and facilities.
2. Maintain urban forest by planting, removing, trimming, and caring for trees and shrubs; perform mowing and maintenance of flower beds on City property; conduct brush collection; prepare civic displays and assist with landscape improvements.
3. Maintain water supply and distribution systems, including addressing water main breaks, pump stations, hydrants, valves, b-boxes, and storage tanks; maintain sanitary and storm sewer systems; install and maintain water meters; perform water shut-offs and turn-ons.
4. Assist in maintaining Public Works equipment, including vehicles, tractors, small power equipment, rollers, bobcats, trailers, and other machinery; perform seasonal equipment switchovers for leaf, snow, and asphalt work; conduct preventative maintenance, including tire rotations, oil changes, and routine repairs.
5. Assist in maintaining municipal facilities, including HVAC, roofing, electrical, and plumbing systems; perform carpentry work as needed; maintain street lighting, including replacing lighting units, bulbs, control cabinets, and associated equipment.
6. Maintain sidewalks and streets in the Hillsboro Business District, including trash removal, power washing, repair of public furniture, sweeping, and blowing; coordinate special events by setting up and removing signs, barricades, and performing general maintenance; remove garbage throughout the Business District.
7. Meet all job safety requirements and all applicable safety standards that pertain to essential functions; must demonstrate regular and predictable attendance; maintain required licenses and/or certifications.

OTHER DUTIES AND RESPONSIBILITIES:

- Performs other related duties as required.

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MINIMUM ACCEPTABLE CHARACTERISTICS: (*Indicates developed after employment)

KNOWLEDGE OF: inventory control, goals and objectives, policies and procedures, workplace safety, general construction, maintenance, and repair, grounds maintenance and repair, road construction, maintenance, and repair, storm sewer construction, maintenance, and repair, agency goals and objectives*, agency policies and procedures.*

SKILL IN: switchboard or telephone console operation, use or operation of equipment and machinery, use of mechanics' tools and equipment, motor vehicle operation, use of bench and/or hand tools, use of modern office equipment and software, critical thinking, judgment and decision making.

ABILITY TO: recognize unusual or threatening conditions and take appropriate action, exercise independent judgment and discretion, carry out and interpret instructions, add, subtract, multiply, and divide whole numbers, calculate fractions, decimals, and percentages, recognize safety warnings, read and comprehend sentences with common vocabulary, understand technical manual and/or verbal instructions, understand a variety of written and/or verbal communications, answer routine telephone inquiries, develop and maintain effective working relationship, perform heavy manual labor, demonstrate physical endurance, travel to and gain access to work site, demonstrate professionalism, apply management principles to solve agency problems.*

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 all the pages of my position description, and that I understand the contents.

Signature of Agency Representative

Date

Signature of Employee

Date