

Position Title: Public Works & Utilities Laborer

Department: Public Works & Utilities

Position Reports to: Superintendent of Public Service Operations

Immediate Subordinates: None

Position Function

This position is responsible for semi-skilled, manual work which is performed alone or as part of a crew involving building and grounds maintenance and custodial work, street, sidewalk, and alley maintenance and repair, maintaining and repairing water lines, valves, hydrants and service lines inherent in the Village's Water Distribution System, as well as is responsible for maintaining and repairing sewers, installing new storm & sanitary lines inherent in the Village's Wastewater Collection System.

Job Responsibilities

This position must be able to interact with the public in a professional, courteous, and helpful manner

Resurface, repair or patch roadways with hot asphalt or "cold patch"

Break up ("fragment") and remove pavement and sidewalks using pneumatic tools

Install and stripe speed humps

Install, maintain, and remove traffic and street signs

Repair sidewalks

Paint traffic markings on streets, crosswalks, parking lots, and curbs

Build and maintain berms and shoulders

Operates equipment such as Front End Loaders, Backhoes, Graders and Dump Trucks

Repairs and rebuilds catch basins

Assists with special events within the Village

Open the pavilion at Memorial Park and/or Swanton Community Center when it is scheduled for use

Empty trash containers, clean restrooms and remove animal waste at Memorial Park

Clean and maintain all shelter facilities at Memorial Park

Manage the care and condition of all horticultural assets of the Village

Manage equipment for maintenance of all trees, tree lawns, lawns, green spaces, and right of ways that are considered Village responsibility

The individual is responsible for inspecting trees to determine need for trimming pruning spraying or other appropriate treatment.

Removes litter and debris from roadway curbs, shoulders, medians, sidewalks, and other Village rights-of-way

Clears weeds and brush

Perform building maintenance tasks of all Village owned buildings

Makes pressurized taps on water mains

Makes main line bores

Installs, flushes, maintains, and/or repairs fire hydrants

Lays water lines

Installs and reads water meters

Repairs water main breaks

Repairs manholes and catch basins

Repairs black top and concrete

Maintains vehicles and equipment

Exercises water valves

Locates water lines

Locates water leaks

Returns job site to original condition

May be on call for after hour emergencies

Performs maintenance duties

Removes Biosolids (Hauls sludge)

Attends workshops and training programs

Prepares and maintains records, reports and other documentation

General Village maintenance responsibilities such as: repairs Village land, right-of-ways, streets, parks, and equipment, mowing of parks, right-of-ways, and yards if needed, snow and ice removal, street sweeping, brush pick up, mosquito spraying, locate service lines for residents and contractors

Performs other related duties as assigned

Physical Requirements

Job requires incumbent to stand, walk, sit, stoop, kneel, crawl, crouch, smell, talk, hear, use hands to finger/handle/feel, reach with hands/arms, focus clearly at 20" or less. Operators must be able to climb ladders and lift up to 100 pounds. Ability to climb trees using established safety techniques.

Required Skill Set

Occupational/Technical Skills

Ability to read blueprints

Ability to operate back hoes, dump trucks, fork lifts, water tap machines, boring machines, leak locators, line tracers concrete saws, hydraulic repair tools, selected air tools

Ability to run snow plows, fork lifts, front end loaders, jack hammers/drills, graders, dump trucks, street sweepers, chain saws and a variety of other medium to large equipment

Must maintain a valid Ohio Driver's License and have the ability to drive

Knowledge of hydraulic repairs, confined space entry procedures

Administrative Skills

Ability to analyze and resolve situations and problems

Ability to organize work, set priorities and meet critical deadlines with a minimum of direction

Ability to anticipate problems and develop alternative strategies for goal completion

Ability to adequately allocate resources to meet objectives

Ability to keep clear and accurate records and reports

Cognitive Skills

Ability to interpret a variety of technical information with abstract and/or concrete variables

Ability to identify problems, recognizing symptoms, causes and alternative solutions

Ability to make timely, sound decisions

Ability to draw accurate conclusions from numerical materials

Ability to develop original, unusual, successful approaches

Ability to interpret a variety of instructions in written, oral, diagram or schedule form

Ability to interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals

Ability to perform standard business arithmetic, including percentages and decimals

Communications Skills

Ability to let people know of decisions, changes, and other relevant information in a timely fashion

Ability to speak effectively one-to-one

Ability to speak effectively before groups and to respond to questions

Ability to demonstrate attention to and convey understanding of the comments or questions of others

Ability to use appropriate style, format, and tone in informal and formal business communications

Interpersonal Skills

Ability to use tact and discretion

Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors

Ability to deal courteously and diplomatically with the general public

Ability to maintain issue confidentiality

Ability to instruct and train

Description of Working Conditions

Work is typically performed outdoors in prevailing weather conditions, frequently in confined spaces around sewage, pesticides, weed killers, exhausts, and other related odors; night, weekend & holiday work is common environment can be noisy. Incumbent typically works around moving objects and near mechanical hazards.

Experience and/or Educational Requirements

High school diploma or equivalent; two to five years of relevant municipal experience; State of Ohio Class A CDL license preferred, specific training/experience in any skilled trade work strongly preferred (plumbing, electrical, HVAC, woodworking, irrigation, landscaping, asphalt, concrete, etc.), or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

One or more of the following is preferred: an Ohio EPA Class I or II Water Distribution, Wastewater Collection System, Wastewater Operator certification(s). If no EPA license upon hire, the Village of Swanton reserves the right to direct the incumbent to obtain at least one of the aforementioned EPA licensures within 24 months of hire date to ensure the Village is in compliance with EPA regulations.

VILLAGE OF SWANTON, OHIO

EMPLOYEE

By: _____

By: _____

Rosanna V. Hoelzle
Village Administrator

Date: _____

Date: _____