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|-----------------------------------------------------|-------------------------------------------------|
| <b>Position Title</b><br>Laborer/Equipment Operator | <b>Status</b><br>Full Time – Non-Exempt         |
| <b>Reports To</b><br>Service Director               | <b>Minimum Education</b><br>High School Diploma |
| <b>Supervises</b><br>N/A                            | <b>Effective Date</b><br>January 1, 2021        |

**PURPOSE:** The Laborer/Equipment Operator performs a variety of maintenance skills and tasks within the township service department.

**SCOPE:** The Laborer/Equipment Operator performs a variety of maintenance, repair, and construction duties on township roads, bridges, and drainage projects. This employee is also expected to operate vehicles, equipment, and hand-held tools in maintenance activities.

**ESSENTIAL ROLES & RESPONSIBILITIES** May include, but not limited to, the following duties:

- Operates dump trucks to haul road materials to and from project sites. Loads, secures, and hauls equipment,
- Plows snow and spreads salt,
- Receives and responds to calls over two-way radio communicating materials and quantities to be delivered to project sites,
- Records materials received and delivered,
- Operates various construction equipment and hand tools used in highway maintenance, repair, and construction projects,
- Performs manual and skilled labor duties for construction, building, and grounds maintenance projects,
- Performs general cleaning, maintenance, and minor repairs on department equipment and vehicles,
- Assists mechanics with complex repairs.

**CRITICAL SKILLS** The employee must demonstrate the ability to:

- Respond to difficult situations,
- Exercise good judgement,
- Report for duty dependably and punctually,
- Safely use job-related tools and operate equipment, including a motor vehicle,
- Communicate effectively both orally and in writing,
- Work with and serve the community in a professional and ethical manner,
- Knowledge of safety practices and procedures,
- Knowledge of construction techniques.

**QUALIFICATIONS** The employee must meet the minimum qualifications:

**EDUCATION/TRAINING:**

- High School diploma or GED.
- Must have a valid Ohio Driver's License - CDL Class B. CDL Class A preferred.

**EXPERIENCE:**

- Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above.
- Prefer one (1) year experience in highway drainage, or building maintenance work; demonstrated ability to drive a truck; operate construction equipment; demonstrated ability to perform physical labor or equivalent combination of training and/or experience; must meet the requirements established by all applicable laws, rules and regulations.
- Prefer one (1) year experience in roadway snow and ice control operations.



PHYSICAL/MENTAL

|                                                     |                                                 |
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To perform essential job functions, the employee is required to talk, hear, use hands, sit, lift or move objects up to 50 pounds, read and distinguish colors.

\*This position also requires job duties to be performed in inclement weather.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee may encounter while performing essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions. The work environment involves work performance in both indoor and outdoor settings.

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that this is an accurate and fair description of my position. The job description is meant as a summary of the primary responsibilities of the position. The Board of Trustees, Township Administrator and Service Director reserve the right to assign or reassign duties and responsibilities at any time as needed.

Employee Signature

Printed Name

Date

Witness Signature

Printed Name

Date