

Village of Williamsburg

An Equal Opportunity Employer

Position Title: General Maintenance Laborer

Department: Public Works

Employment Status: Full-Time

FLSA Status: _____

Reports to: Public Works Superintendent

Approved by: _____

Approved Date: _____

GENERAL NATURE OF WORK: This is semi-skilled work in the Public Works Department. An employee in this class is responsible for the repair and maintenance of the water distribution system, sanitary sewer collection and processing, public right-of-way improvements, and other Village owned property and improvements. Duties are performed under the direction of the Administrator.

EQUIPMENT & JOB LOCATION: This position requires knowledge of the operation of equipment, including: backhoe, sewer jet line, pumps, snow plow, salt spreader, tractor and bushhog, jackhammer, chainsaw, concrete saw, welder, cutting torch, lawnmower, weed-eater, chipper, leaf machine, dump truck, car lift, roto tiller, and other equipment used in the repair and maintenance of sewer and water lines, street maintenance, and property care and maintenance. The primary work site is the maintenance building and all Village owned property and roadways within the Village of Williamsburg.

ESSENTIAL FUNCTIONS – EXAMPLES OF DUTIES:

Any position may not include all of the duties listed nor do the listed examples include all duties which may be found in all positions of the class.

- Performs maintenance and repair to water distribution system.
- Performs maintenance and repair to waste water collection and processing system.
- Performs maintenance and repair of storm and water lines and catch basins, and replacing worn and damaged components.
- Performs general assignments related to utility services including monthly reading of meters, Village owned property maintenance, and right of way improvement repairs.
- Operates and repairs a variety of equipment used in the repair and maintenance of sewer and water lines, street maintenance, and property care and maintenance.
- Operates light equipment such as tractors and mowers.
- Performs seasonal work such as snow removal & salting of streets, wood chipping, and lawn mowing.

ADDITIONAL EXAMPLES OF WORK PERFORMED:

- Responds to completion of work orders & complaints from citizens
- Performs other duties as assigned.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to demonstrate competency in Judgment: Exhibits sound and accurate judgment.
- Ability to demonstrate competency in Safety and Security: Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Ability to follow instructions and respond to management direction.

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- Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.
 - Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
 - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
 - Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
 - Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
 - Ability to deal with problems solving a few concrete variables in standardized situations.
 - Ability to establish and maintain effective working relationships with village officials, fellow employees, other village employees, and the general public.
 - Ability to work under the direction of the Administrator and Superintendent.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demand and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally required to stand; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and fumes or airborne particles. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. May be exposed to raw sewage on a daily basis.

DESIRABLE TRAINING AND EXPERIENCE:

Graduation from a standard high school or the equivalent; or one to three months related experience and/or training; or any combination of education and experience which provides the necessary knowledge, skills, and abilities.

NECESSARY SPECIAL REQUIREMENTS:

- Possession of, or ability to obtain promptly, a valid Ohio Driver's License (Class D) or Commercial Driver's License is preferred.
- Water and Sewer Certifications encouraged.
- Ability to work other than normal working hours, and to work various shifts as necessary.
- Ability to be available for emergency calls at night and on weekends as necessary and to work rotating weekends and Holidays with other Public Works staff.

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 and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)