

Job Description
THE CITY OF MIDDLEBURG HEIGHTS

JOB TITLE: Part Time Service Laborer
DEPARTMENT: Service Dept.
IMMEDIATE SUPERVISOR: Service Superintendent
JOB CLASSIFICATION: Part Time Non-Exempt
PAY GRADE: 16

BASIC FUNCTION:

This position reports to and is under the general direction of the Service Director, Service Superintendent, Service Foreman or their designees and is responsible for the completion of varied landscaping and streets and sewer responsibilities. Job assignments include, but are not limited to, the removal of concrete and asphalt, placement of asphalt, install various size sewer pipes and repair catch basins. It also includes plowing senior driveways, seal cracked streets and pick up and rake leaves. Additionally, the position is responsible for cutting grass at City Hall, the Recreation Center, ball diamonds and Uhlin fields and the Service Center and outside areas.

QUALIFICATIONS:

- Must be 18 years of age or older.
- Previous experience working in landscaping or construction
- English literacy and excellent communication skills
- Ability to work well on a team and provide excellent customer service and work product
- Desire to work with all coworkers in a fast paced environment
- Presents a positive image of self and of the city to all visitors
- Satisfactory visual and auditory surveillance, alertness, stamina, and dexterity
- Assists all coworkers at the Service Dept. with courtesy and professionalism
- Capable of exercising good judgment, acting responsible, receiving feedback, and guidance
- Flexibility to adjust to changing workload and assignments
- Valid driver's license with an acceptable driving record
- Ability to communicate effectively in written, oral, and electronic form
- Ability to work independently
- Basic computer literacy

JOB RESPONSIBILITIES:

- Understand and utilize the required safety and proper protective equipment required for assigned job duties
- Perform repetitive manual tasks
- Use power tools and lawn equipment, including but not limited to zero turn mowers, tractors, steiners, string trimmers, hedge trimmers, backpack blowers and edgers.
- Removes concrete
- Installs and removes forms
- Ensure effective communication of information to supervisors and coworkers
- Removes asphalt
- Places and rakes asphalt

- Installs various size sewer pipes
- Repairs catch basins
- Completes Berm work, stone road edge
- Ensures compliance with safety standards
- Assists with plowing senior driveways
- Crack seal streets
- Pick up and rake leaves
- Cold patch streets (winter)
- Pick up roadside debris
- Check oil and fluids
- Assists with Recreation Department special events as needed (Summer in the City, Holiday Decorating, and Fall Fest etc.)
- Complete assignments and duties in a timely manner and by established timeframes
- Assists with other daily operations and special functions of the Service Dept.
- Understands departmental goals, objectives, policies and procedures
- Cut grass at City Hall, Recreation Center, ball diamonds, Uhlin fields, Service Center, outside areas
- Operates zeroturn mowers, tractors, steiners, string trimmers, hedge trimmers, backpack blowers, edger
- Chip branches, load wood onto trucks
- Plant trees, stake trees and remove stakes
- Check oil and fluids
- Plow City streets and senior driveways
- Develop and maintain effective working relationships with supervisors and co-workers
- Be a positive team member that supports all members of the team through personal energy, integrity, business credibility, optimism and presence
- Requires strong written and verbal communication skills
- Respond to emergency situations and apply appropriate safety and security precautions
- Recognize unusual or threatening situations
- Create an inclusive environment for all people
- Maintain and increase knowledge and skills through attendance at meetings, conferences, training seminars, and in-service training sessions
- Additional duties and responsibilities as directed by Service Director and Supervision

WORKING CONDITIONS:

The Service Laborer primarily works Monday through Friday but may be required to work a flexible schedule, including nights, weekends, and holidays. This position may be required to transport supplies to and from other local destinations, travel between City buildings; work outside and be exposed to adverse weather conditions including high and low temperatures; humidity, rain, and wet conditions; direct sunlight; wind; outdoor allergens; and noise. The incumbent may have to work in small areas at times.

PHYSICAL REQUIREMENTS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; sit; use hands to handle or feel; talk and hear; and use

landscaping equipment such as mowers, tractors, steiners, string trimmers, hedge trimmers, backpack blowers and edgers. The employee is frequently required to reach and push/pull with hands and arms. The employee is required to stand, walk, stop, kneel, climb, and crouch. The employee must occasionally lift and/or move up to 50 pounds and occasionally more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

*An individual who poses a direct threat to the health and safety of himself/ herself or others in the workplace will not be deemed qualified for this position.

If interested, please complete an employment application at the Dept. of Public Service office located at City Hall, 15700 Bagley Rd. Middleburg Heights, OH 44130.