



City of New Philadelphia, Ohio

JOB DESCRIPTION

Division/Department: General Services

Location: Sanitation Department

Job Title: Sanitation Laborer

Reports To: Superintendent of General Services

Supervises: N/A

Hours: 40 per week, as scheduled by supervisor.

EXEMPT

NON-EXEMPT

BARGAINING

NON-BARGAINING

SUMMARY OF POSITION

Performs manual labor in the Sanitation Department to provide reliable service to the residents of the City.

EDUCATION REQUIREMENTS

- High school diploma or GED, or equivalent training or experience.
- Reasoning:
 - Ability to solve practical problems.
 - Interpret a variety of written and oral instructions.
- Mathematical:
 - Ability to perform ordinary mathematical and algebraic procedures in standard, practical applications.
 - Basic computer skills.

CERTIFICATION AND/OR LICENSURE REQUIREMENTS, KNOWLEDGE, SKILLS, AND ABILITIES

- Currently hold a valid Ohio CDL Driver's License, Class B, with manual transmission and airbrake endorsement, or obtain within 180 days of hire.
- Thorough knowledge of traffic and safety rules and accident prevention practices.
- Mechanical aptitude.
- Ability to frequently bend, squat/kneel, twist/turn, climb, reach above shoulder, and work with cold substances.
- Ability to frequently lift up to 60 pounds; occasionally lift 61 to 100 pounds.
- Ability to walk 8 hours with break.

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SPECIFIC DUTIES INCLUDE, BUT ARE NOT LIMITED TO:		
<ul style="list-style-type: none"> • Operates City vehicles such as a pickup truck, dump truck, garbage truck, sewer jetter truck, etc. • Picks up trash and/or recyclables in bags or cans or piled at curb strip and properly disposes of each. • Light building maintenance and janitorial duties, and cleans vehicles and services equipment. • Consistently checks and responds to incoming email communication. • Performs other work or duties assigned by supervisor or designee. <p>► Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the City.</p>		
WORK EXPERIENCE REQUIREMENTS		
<ul style="list-style-type: none"> • Possess the necessary skills in the safe operation of equipment, per job description. • Must update skills as required. • Ability to communicate effectively both orally and in writing in the English language. • Ability to perform all required duties, both mentally and physically. • Ability to maintain working relationship with other workers. • Can be expected to work at any time. • Will work shifts. • Ability to work independently and is self-supporting. • Displays discipline and focus in the work environment. • Self-motivated to learn other jobs around the City for future advancement. 		
REVIEWED BY	Ray Grewell	<i>Title: Superintendent</i>
APPROVED BY	Ron McAbier	<i>Title: Service Director</i>

The City of New Philadelphia is an Equal Opportunity Employer (EOE), Minority/Female/Veteran/Disabled, offering a great work environment, challenging career opportunities, and competitive compensation.