



City of New Philadelphia, Ohio

JOB DESCRIPTION

Division/Department: Various

Location: Various

Job Title: Laborer - Seasonal

Reports To: Superintendent of Department

Supervises: N/A

Hours: 40 per week, depending upon seasons, as scheduled by supervisor.

EXEMPT

NON-EXEMPT

BARGAINING

NON-BARGAINING

SUMMARY OF POSITION

Performs manual labor to provide reliable service to patrons and constituents.

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

- Ohio Driver's License.
- Thorough knowledge of traffic and safety rules and accident prevention practices.
- Ability to lift at least 50 pounds on a consistent basis.
- Mechanical aptitude.
- Ability to frequently bend, twist/turn, and work with cold and hot substances.
- Ability to occasionally squat/kneel, climb, and reach above shoulder.
- Ability to frequently lift one (1) to ten (20) pounds.
- Ability to occasionally lift twenty-one (21) to sixty (60) pounds.
- Ability to sit three (3) hours with break.
- Ability to walk four (4) hours with break.
- Ability to stand one (1) hour continuously.

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SPECIFIC DUTIES INCLUDE, BUT ARE NOT LIMITED TO:	
<ul style="list-style-type: none"> • Operates non-CDL City vehicles. • 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. • Performs general lawn maintenance functions, such as mowing, weed-eating, and raking of leaves, etc. • Consistently checks and responds to incoming email communication. • Performs other work or duties assigned by supervisor or designee. 	
▶ <i>Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the City.</i>	
WORK EXPERIENCE REQUIREMENTS	
<ul style="list-style-type: none"> • Displays interpersonal skills when interacting with the public-at-large; demonstrates discipline when communicating by the use of a calm and focused demeanor when interacting with co-workers and customers. • Displays discipline and focus in the work environment. • Demonstrates 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 work independently and is self-supporting. • Can be expected to work at any time and will work shifts. 	
REVIEWED BY	<i>Title: Superintendent</i>
APPROVED BY Joel B. Day	<i>Title: Mayor</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.