



# City of New Philadelphia, Ohio

## JOB DESCRIPTION

**Division/Department:** Various

**Location:** Various

**Job Title:** Laborer - Seasonal

**Reports To:** Superintendent

**Supervises:** N/A

**Hours:** As scheduled by Supervisor

**EXEMPT**

**NON-EXEMPT**

**BARGAINING**

**NON-BARGAINING**

### SUMMARY OF POSITION

Performs manual labor in various departments to provide reliable service to patrons.

### 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:**

- 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.

**WORK EXPERIENCE REQUIREMENTS**

- 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

*Title:*

APPROVED BY Joel B. Day

*Title:* Mayor

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.