

The City of Wapakoneta is seeking a Laborer #1 for the Electric Department. Job descriptions and applications are available at 701 Parlette Court Monday – Friday from 7:00a.m. to 4:00p.m. Deadline to apply is September 29, 2017.

CITY OF WAPAKONETA
An Equal Opportunity Employer
CLASSIFICATION SPECIFICATION

Class Title: Laborer I
Class Number: 22111

JOB RESPONSIBILITIES: In addition to the following, performs other related duties as required.

Under immediate supervision, assists workers as assigned, performs routine manual labor and custodial tasks.

QUALIFICATIONS:

Experience which indicates a demonstrable ability to follow instructions and perform manual labor for extended periods of time.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid State of Ohio motor vehicle operator's license; forklift license; must qualify for and maintain insurability under the city's vehicle insurance policy.

ILLUSTRATIVE DUTIES OF THE CLASSIFICATION: The following are examples only and are not intended to be all inclusive.

1. Performs manual labor to assist workers in performance of job duties and responsibilities; digs trenches, operates jack hammer, operates chain saw, carries materials, loads and unloads equipment and tools, shovels stone, removes asphalt, flags traffic.
2. Performs simple preventative maintenance and minor repairs on equipment (e.g., checks and replaces fluids, lubricates moving parts, changes oil, etc.).
3. Performs general building and ground maintenance of city facilities, i.e., mows lawn, cleans floors, shovels snow, rakes leaves, operates weed eater, operates snow removal equipment, etc.; stocks materials and completes inventory.
4. Demonstrates regular and predictable attendance.
5. Meets all applicable job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
6. Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES: necessary to perform duties (* indicates developed after employment).

Knowledge of: basic maintenance methods*; safety practices and procedures; department policies and procedures*.

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CLASSIFICATION SPECIFICATION

Class Title: Laborer I
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Skill in: operation of construction equipment; giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times; adjusting actions in relation to others' actions; watching gauges, dials, or other indicators to make sure a machine is working properly; being aware of others' reactions and understanding why they react as they do; talking to others to convey information effectively.

Ability to: perform manual labor for extended periods of time under possible adverse weather conditions; follow oral instructions; develop and maintain effective working relationships with associates, supervisors and general public; demonstrate manual dexterity; keep your hand and arm steady while moving your arm or while holding your arm and hand in one position; coordinate two (2) or more limbs (e.g., two (2) arms, two (2) legs, or one (1) leg and one (1) arm) while sitting, standing, or lying down; exert maximum muscle force to lift, push, pull, or carry objects; quickly and repeatedly adjust the controls of a machine or vehicle to exact positions; see details at close range (within a few feet of the observer); see details at a distance; exert yourself physically over long periods of time without getting winded or out of breath; use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing; judge which of several objects is closer or farther away from you, or to judge the distance between you and an object; exert muscle force repeatedly or continuously over time; bend, stretch, twist, or reach with your body, arms, and/or legs; make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects; communicate information and ideas in speaking so others will understand; tell when something is wrong or is likely to go wrong; operate construction equipment.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Lawn mower, jack hammer, chain saw, construction equipment, forklift, skid steer, snow removal equipment.

ADOPTED: ___/___/___	REVISION #___: ___/___/___	APPROVED BY: _____
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POSITION DESCRIPTION

Employee Name:			
Class Title:	Laborer I	Position Title:	Laborer I
Class Number:	22111	Civil Service Status:	Classified
Dept./Div.:	Electric	Employment Status:	Full-time
Reports To:	Superintendent	FLSA Status:	Nonexempt
Pay:	Collective Bargaining Agreement	DOT/O*Net Code:	869.687-026/47-2061.00

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101. Listed in order of importance.

1. Performs manual labor to assist workers in performance of job duties and responsibilities; digs trenches, operates jack hammer, operates chain saw, carries materials, loads and unloads equipment and tools, shovels stone, removes asphalt, flags traffic.
2. Performs simple preventative maintenance and minor repairs on equipment (e.g., checks and replaces fluids, lubricates moving parts, changes oil, etc.).
3. Performs general building and ground maintenance of city facilities, i.e., mows lawn, cleans floors, shovels snow, rakes leaves, operates weed eater, operates snow removal equipment, etc.; stocks materials and completes inventory.
4. Demonstrates regular and predictable attendance.
5. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as assigned (e.g., assists with Electric Department projects, etc.).

KNOWLEDGE, SKILLS AND ABILITIES: necessary to perform duties (* indicates developed after employment).

Knowledge of: basic maintenance methods*; safety practices and procedures; department policies and procedures*.

Skill in: operation of construction equipment; giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times; adjusting actions in relation to others' actions; watching gauges, dials, or other indicators to make sure a machine is working properly; being aware of others' reactions and understanding why they react as they do; talking to others to convey information effectively.

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POSITION DESCRIPTION

Employee Name:

Class Title: Laborer I

Position Title:

Laborer I

Class Number: 22111

Ability to: perform manual labor for extended periods of time under possible adverse weather conditions; follow oral instructions; develop and maintain effective working relationships with associates, supervisors and general public; demonstrate manual dexterity; keep your hand and arm steady while moving your arm or while holding your arm and hand in one position; coordinate two (2) or more limbs (e.g., two (2) arms, two (2) legs, or one (1) leg and one (1) arm) while sitting, standing, or lying down; exert maximum muscle force to lift, push, pull, or carry objects; quickly and repeatedly adjust the controls of a machine or vehicle to exact positions; see details at close range (within a few feet of the observer); see details at a distance; exert yourself physically over long periods of time without getting winded or out of breath; use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing; judge which of several objects is closer or farther away from you, or to judge the distance between you and an object; exert muscle force repeatedly or continuously over time; bend, stretch, twist, or reach with your body, arms, and/or legs; make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects; communicate information and ideas in speaking so others will understand; tell when something is wrong or is likely to go wrong; operate construction equipment.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

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PHYSICALLY DEMANDING AND HAZARDOUS WORKING CONDITIONS INHERENT IN THIS JOB DESCRIPTION:

The employee is exposed to, must negotiate, use, or work with or in the vicinity of:

1. Floor openings, wall openings and halls; open sided floors, platforms and runways; stairs.
2. Fixed industrial stairs; portable wood and metal ladders; manually propelled ladder stands and scaffolding.
3. Vehicle mounted elevating and rotating work platforms.
4. Noisy operations or activities.
5. Flammable and combustible liquids.

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6. Spray finishing using flammable and combustible materials.
7. Dip tanks containing flammable or combustible liquids.
8. Hazardous waste operations involving emergency response operations for release of or threats of release of hazardous substances.
9. Personal protective equipment such as eye or face, head or foot protection; or electrical protective devices.
10. The employee provides servicing and maintenance of equipment and electrical wiring which could accidentally become energized (lockout/tagout).
11. The employee is exposed to, must negotiate, use or work with or in the vicinity of slings and tongs; woodworking tools, abrasive wheels, hand and power tools, welding and cutting equipment.
12. The employee works in or around trenches, ditches and or excavations.

GENERAL DUTY — SAFE AND HEALTHFUL WORKPLACE:

The employee:

1. Has exposure to life threatening situations.
2. Has exposure to hot, cold, wet, humid or windy weather conditions.
3. Has exposure to hazardous driving conditions.
4. May work 2nd or 3rd shift.
5. Exerts in excess of 100 pounds of force occasionally (occasionally: activity or condition exists up to 1/3 of the time) and/or in excess of 50 pounds of force frequently (frequently: activity or condition exists from 1/3 to 2/3 of the time) and/or in excess of 20 pounds of force constantly (constantly: activity or condition exists 2/3 or more of the time) to lift, carry, push, pull, or otherwise move objects. In cases of emergency, unpredictable situations, and/or department needs required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

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Employee Name:

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Note: In accordance with U.S. Department of Labor physical demands strength ratings, this is considered very heavy work.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid State of Ohio motor vehicle operator's license; forklift license; must qualify for and maintain insurability under the city's vehicle insurance policy.

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 signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority or Designee)

(Date)

(Employee Signature)

(Date)

ADOPTED: __/__/	REVISION #__: __/__/	APPROVED BY: _____
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