

The City of Wapakoneta is seeking a Laborer #1 for the Public Works Department. Job descriptions and applications are available at 701 Parlette Court Monday – Friday from 7:30a.m. to 4:00p.m. Deadline to apply is February 10, 2017.

**CITY OF WAPAKONETA**  
An Equal Opportunity Employer

**POSITION DESCRIPTION**

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<b>Employee Name:</b>			
<b>Class Title:</b>	Laborer I	<b>Position Title:</b>	Laborer I
<b>Class Number:</b>	22111	<b>Civil Service Status:</b>	Bargaining Unit
<b>Dept./Div.:</b>		<b>Employment Status:</b>	Full-time
<b>Reports To:</b>	Public Works Superintendent	<b>FLSA Status:</b>	Non-exempt
<b>Pay:</b>	Collective Bargaining Agreement	<b>DOT Code:</b>	899.684-046

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**ESSENTIAL FUNCTIONS OF THE POSITION:** For purposes of 42 USC 12101.

1. Performs manual labor to assist workers in performance of job duties and responsibilities; digs ditches, operates jack hammer, operates chain saw, carries materials, unloads equipment and tools, shovels stone, removes asphalt, flags traffic, loads refuse.
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, etc.
4. Demonstrates regular and predictable attendance.
5. Meets all applicable job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. May be assigned to work at recycling center or material collection points to collect, separate, sort, crush, bail, move or otherwise process materials.
2. 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\*; recycling process and procedures\*.

**Skill in:** operation of recycling equipment.

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**Employee Name:**

**Class Title:** Laborer I

**Position Title:**

Laborer I

**Class Number:** 22111

**DOT Code:**

899.684-046

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**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.

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

Lawn mower, jack hammer, chain saw, recycling equipment.

**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. Fixed industrial stairs; portable wood and metal ladders.
2. Manlifts.
3. Ventilation.
4. Noisy operations or activities.
5. Flammable and combustible liquids; spray finishing using flammable and combustible materials; dip tanks containing flammable or combustible liquids.
6. Chemicals used or stored in excess of 100 pounds or 16.6 gallons.
7. Personal protective equipment such as eye or face, head or foot protection.
8. Permit required confined spaces.
9. Overhead crane.
10. Abrasive wheels, mechanical power presses, hand and portable power tools, welding and cutting equipment.
11. Works in or around trenches, ditches and other excavations.

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12. The employee is required to work with human blood or any other body fluid; may be exposed to blood borne pathogens.

**GENERAL DUTY — SAFE AND HEALTHFUL WORKPLACE:**

The employee:

1. May have contact with potentially violent or emotionally distraught persons.
2. Has exposure to hot, cold, wet, humid, or windy weather conditions.
3. Has exposure to hazardous driving conditions.
4. May work second or third shift.
5. Occasionally lifts objects 50 to 100 pounds; frequently exerts force of 25 to 50 pounds and/or ten (10) to 20 pounds constantly to move objects. In cases of emergency, unpredictable situations, and/or department needs may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

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

**GOE: 05.12.12 STRENGTH: H GED: R3 M2 L3 SVP: 5 DLU: 86**

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**LICENSURE OR CERTIFICATION REQUIREMENTS:**

None.

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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.

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(Approval of Appointing Authority)

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(Date)

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(Employee Signature)

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(Date)

ADOPTED: \_\_/\_\_/\_\_

REVISION #\_\_: \_\_/\_\_/\_\_

APPROVED BY: \_\_\_\_\_

**CITY OF WAPAKONETA**  
An Equal Opportunity Employer  
**CLASSIFICATION SPECIFICATION**

**Class Title:** Laborer I  
**Class Number:** 22111

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**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:**

None.

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

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7. Other duties as assigned.

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**CLASSIFICATION SPECIFICATION**

**Class Title:** Laborer I  
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ADOPTED: __/__/__	REVISION #__: __/__/__	APPROVED BY: _____
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