



## **JOB DESCRIPTION**

### **CLASSIFICATION SPECIFICATION**

**JOB TITLE: SEASONAL LABORER II**  
**REPORTS TO: DEPUTY PUBLIC SERVICE DIRECTOR**  
**DEPARTMENT: SERVICE**  
**DIVISION:**  
**GRADE:**  
**FLSA STATUS: NON-EXEMPT**  
**UNION AFFILIATION: NON-BARGAINING**  
**CIVIL SERVICE: UNCLASSIFIED**

#### **JOB SUMMARY:**

Perform semi-skilled labor functions in the maintenance of city buildings, land, roads, equipment, etc.; load and unload material; flag traffic; monitor and maintain the City's recycle facility; stormwater maintenance and system repair; other related duties as assigned.

#### **QUALIFICATIONS:**

Completion of secondary (high school or GED), and be 18 years old. Must possess a valid State of Ohio Class B commercial driver's license, and qualify for and remain insurable under the City's vehicle insurance policy.

#### **ESSENTIAL JOB FUNCTIONS:**

- Assist in snow and ice removal throughout the City.
- Assist in construction and/or maintenance of sports fields (marking, rolling) in City parks
- Perform road and stormwater maintenance duties: moving materials and supplies, berm and road patching and repair, ditching, traffic control (flagging) duties at work sites, etc.
- Perform routine inspections, maintenance: wash, check fluid levels of equipment and vehicles; sharpen tools, and assist mechanics in more complex maintenance functions of vehicles.
- Maintain records of hours worked, work completed, materials used, and maintain additional records as required.
- Perform other duties as assigned.
- Maintain record of user names and addresses, and the materials dropped off at the City's recycle facility.

#### **KNOWLEDGE, SKILLS & ABILITIES (\*indicates developed after employment):**

**Knowledge of:** Safety, department/division policies and procedures\*, traffic laws.

**Ability to:** Follow routine instructions, work in adverse weather conditions, effectively interact with others, lift and move heavy objects, operate/utilize simple tools and equipment, operate light motorized equipment, prepare routine work related records; exert up to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to lift, carry, push, pull, or otherwise move objects.

#### **PHYSICAL DEMANDS STRENGTH RATING:**

In accordance with the U.S. Department of Labor physical demands strength ratings this is heavy work.

**APPROVALS:** (Include Name, Title, and Date Approved by HR, Supervisor and Director)

<i>Pam Serina</i>	<i>HR Manager</i>	
<i>Valerie Wax-Carr</i>	<i>Public Service Director</i>	
<i>NON-BARGAINING POSITION: Provided to</i>		

**CREATED & REVISIONS:**

<i>Legislation #:</i>		<i>Legislation Date:</i>	
<i>Revision Dates:</i>	<i>11/2012</i>		