



CITY OF THE VILLAGE OF INDIAN HILL POSITION DESCRIPTION

Position Title: Service Worker
Department: Public Works
Reports to: Foreman
Civil Service Status: Classified
Employment Type: Full-time
Pay Classification: Hourly, Non-Exempt
Salary Range: \$26.69 - \$36.33
Adopted/Revised: September 13, 2018

FUNCTION: Performs numerous construction and maintenance manual labor tasks for a number of Public Works functions to provide efficient, friendly, public services to the residents of Indian Hill.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform collection of solid waste and recycling materials through the use of automatic lift equipment, and manual manipulation of carts and bins. Also, required to retrieve spillage by hand and put into truck. Drive routes and collect garbage, recycling, yard waste, special items.
- General road and right-of-way maintenance: removing roadside litter, blacktopping & asphalt, roadside mowing, etc.
- Winter road maintenance: Plowing snow, salting and treating roadways with liquids.
- Installs and repairs guardrails, making and posting roadside signs.
- Performs removal of brush and trees, residential brush removal.
- Grounds maintenance at municipal properties: grass mowing, lot maintenance, signage, etc.
- Prepares and applies mixes such as sand, cement, sealant and de-icing chemicals.
- Traffic details: flagging traffic, safely directing traffic at work sites. Setup barricades for parades, detours, and maintenance operations.
- Performs all tasks related to the restoration or improvement of infrastructure (i.e. installing drainage ditches, parking lots, curb and gutter, concrete, asphalt, maintenance of athletic fields, bridle trails, etc.).
- Loads, unloads, and secures materials and equipment from trucks using several methods, i.e., hand, or by using various loading equipment.

- Performs daily inspection and maintenance checks on vehicle(s) and machinery/equipment used; and performs adjustments and minor service work on vehicle(s) and equipment/machinery used such as cleaning, washing, greasing, lubricating.
- Assists Foreman regarding machinery and equipment capabilities to accomplish specific job site needs.
- Responds to overtime call-in or calls, as needed for emergencies, 7 days per week, 24 hours per day.

SUPERVISORY RESPONSIBILITIES: none

KNOWLEDGE, SKILLS AND ABILITIES:

- Must be able to work well as a team member and to relate effectively with members of the public.
- When contact with public is required, ability to maintain a courteous and helpful attitude.
- Ability to perform manual labor tasks for an extended period of time.
- Must be able to follow specific and general instructions, learn and follow standard safety practices and procedures inherent to operating equipment and performing job responsibilities.
- Knowledge of safe operation, maintenance, adjustments and minor services of various vehicles and equipment in an acceptable manner (i.e. oil, grease) and assist in the maintenance of equipment.
- Ability to follow oral and written instructions.
- Ability to perform simple mathematical calculations.
- Ability to exercise sound judgment.
- Ability to maintain home or mobile telephone service for notification of emergency duty.
- Ability and willingness to respond to varied work assignments, flexible working hours including evenings, nights, weekends and/or holidays for emergency call-ins.

REQUIRED EDUCATION AND EXPERIENCE:

High school diploma or equivalent plus at least one year of experience in mechanical or maintenance type work and dealing with the public.

LICENSES OR CERTIFICATIONS:

- Valid Ohio Commercial Drivers' License (CDL) – Class A with tanker endorsement or have the ability to obtain within twelve months from date of hire.
- Valid commercial applicator's license from Ohio Department of Agriculture or have the ability to obtain within twelve months from date of hire.

TOOLS AND EQUIPMENT USED:

Automobile; light to heavy equipment such as backhoe, bobcat, loader, dump truck, snow plow, and solid waste collection truck; various hydraulic powered hand tools, chain saws and other hand powered and non-powered hand tools; mowing equipment, string and hedge trimmers, welder and other similar maintenance equipment; two-way radio.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Generally, requires physical effort to stand, bend, stoop, kneel, crawl, climb, push, pull, carry, lift and walk. Heavy to Very Heavy work involves occasionally lifting, carrying, pushing or pulling objects, equipment and supplies 50 to 150 lbs. or more and frequently lifting, carrying, pushing or pulling objects, equipment and supplies 25 to 50 lbs. Must be able to constantly lift, move or carry up to 10 to 20 lbs. Required to regularly use hands, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee occasionally works in high or confined spaces and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals; proper protection will be provided and worn per the recommended guidelines. The noise level in work environment will vary and at times may be loud; proper hearing protection will be provided and worn per the recommended guidelines. Must be able to smell. Requires ability to communicate verbally in person and via telephone; must be able to hear to perceive information at normal spoken word levels. Requires frequent travel by vehicle and driving to local and distant work sites. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. Work is frequently performed outdoors in inclement weather at City facilities and work sites. Requires dexterity to walk over uneven terrain and unfamiliar terrain. Requires ability to work extended and flexible hours (to include nights and weekends).

SIGNATURES:

Incumbent	Date	Supervisor	Date

The duties listed above are intended only as illustrations of the various types of activities, duties or responsibilities that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the position change.