

Job Title:	Service/Maintenance Worker	Job Category:	Government
Department/Group:	Service Department	Status	Non-exempt The federal Fair Labor Standards Act (FLSA)
Location:	4 Cherry Street Ashville 67 South Scioto Street (Annex)	Travel Required:	Yes
Level/Salary Range:	Governed by Ordinance	Position Type:	Full-time
HR Contact:	Service Superintendent	Date posted:	Click here to enter a date.
Will Train Applicant(s):	Yes	Posting Expires:	Click here to enter a date.
External posting URL:	http://www.ashvilleohio.gov/index.php/how-do-i/apply-for-a-job		
Internal posting URL:	http://www.ashvilleohio.gov/index.php/how-do-i/apply-for-a-job		
Applications Accepted By: Currently Not Vacant			
FAX OR E-MAIL: (740) 983-4703 or dballare@ashvilleohio.gov Attention: David E. Ballard, Service Superintendent		MAIL: Village Administrator Village of Ashville P.O. Box 195 200 East Station Street, Ashville Ohio 43103	
Job Description			
POSITION SUMMARY: The Labor and Maintenance Worker is an employee of the Village of Ashville. The employee performs maintenance tasks as a group or alone at a job site. The work assignment may be on a continual or intermittent basis with a regular schedule. Job requires employee to follow clearly prescribed work methods and safety practices. Employee may be requested and can perform work duties in response to other emergency conditions.			
ESSENTIAL JOB FUNCTIONS <i>The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.</i>			
Labor and Maintenance Functions			
<ul style="list-style-type: none"> ___1. Assists with the maintenance, repair and custodial work of Village facilities, equipment, and vehicles. ___2. Maintains a variety of records of inspections, maintenance activities, etc.; insures proper operation and maintenance of equipment and tools by cleaning equipment and tools after use. ___3. Maintain and repairs to street lighting, signs, traffic control devices, brush and leaf removal, etc ___4. Controls traffic at work sites by flagging to guide traffic through work areas, as required or assigned ___5. Performs general plumbing, masonry, electrical, and carpentry work ___6. Performs routine inspections and preventative maintenance on assigned equipment and refers defects or needed repairs to supervisor; assists in the maintenance of traffic control devices ___7. Inspects and/or repairs streets and storm drainage system at frequent intervals to insure that all aspects of the systems are functioning properly ___8. Performs street and utility maintenance and repair tasks, including asphalt or pavement repair and maintenance and storm sewer repair and maintenance, cleans storm drops ___9. Operates trucks of various sizes and weights in the loading, hauling, and unloading of various equipment, gravel, and sand, etc.; operates heavy motorized equipment such as graders, rollers, and backhoe; operates front end loader to load sand, gravel and other construction materials into dump truck; operates backhoe to dig ditches; operates tractor and bush hog to mow grass, weeds light brush along roads and ditches ___10. Operates chain saw to cut trees and bushes; uses jackhammer to break up road surfaces; operates electric welder to make repairs to Village structures or equipment ___11. Performs required labor involved in construction and maintenance projects as part of a crew including pavement cutting, ditch digging, manhole and line cleaning, pipe repairing, and laying backfill ___12. Drives and operates snow plow to scrape snow and ice from Village streets; spreads cinders, salt, and/or sand to melt ice and improve traction and help make streets safe and passable ___13. Operates a variety of power construction and maintenance equipment used in the service department. 			

- ___14. Maintains basic work records reflecting work performed, materials used, problems encountered and other required information; maintain daily work logs.
- ___15. Maintains parks and park equipment; mows park areas and other village areas.

General Function

- ___16. Provides positive customer services, external and internal.
 - ___17. Performs all duties in conformance with appropriate safety and security standards.
 - ___18. Maintain confidentiality in respect to all matters as governed by local Ordinance, State, and Federal Laws.
 - ___19. Flexibility in receiving and performing work assignments.
 - ___20. Participate in Continuing Quality Improvement.
 - ___21. Attend continuing education in-services, as needed.
 - ___22. Fosters an atmosphere of teamwork and collaboration by assisting co-workers and other departments as needed and directed.
- ___23. Perform special projects and related duties as required or assigned by the Mayor, Village Administrator, Service Superintendent and/or designee.

The intent of this description is to provide a representative summary of the major duties and responsibilities performed by staff. Staff may be requested to perform job-related tasks other than those specifically presented in this description.

COMMUNICATIONS

INTERNAL: Full-time Staff, Service Department Superintendent, Village Administrator, and Mayor.

EXTERNAL: Local Community (Ashville Residents), General Community (Residents outside of Ashville), and Phone Contacts.

QUALIFICATIONS

Minimum Qualifications:

- High school diploma or GED equivalent
- Plus one to two years relevant work experience, or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities
- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and measure data

Special Requirements:

- A valid Ohio Driver's License
- CPR/First Aid certification or ability to acquire when made available through the Village of Ashville.

Tools and Equipment Used:

- Motorized vehicles and equipment, including dump truck, snow plow, pickup truck, utility truck, tractor, lawn mower, bush hog, tamper, saws, pumps, propane kettle, propane torch, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio and telephone, electric welder, jackhammer, small motorized equipment, etc.

Knowledge Skills:

- Knowledge of maintenance equipment and operating methods; preventive maintenance and operating methods; facility, materials and procedures used in maintenance, construction and repair activities; traffic laws; standard safety practices
- Skill in operation of some of the listed tools and equipment
- Ability to follow instructions, perform manual labor for extended periods of time under varying weather and other adverse conditions; follow and apply safety practices to practical work situations; maintain good working relations with the general public; push, pull, lift and move objects; maintain basic work records; exhibit a mechanical aptitude; exercise sound judgment when driving in snow and slippery road conditions.

PHYSICAL REQUIREMENTS

Employee is in general good health able to perform essential job functions either unaided or with assistance of reasonable accommodations. This determination will be made on a case by case basis by management, for otherwise qualified persons who, because of an AD disability, are unable to perform the physical or mental requirements for the job. The physical demands listed are illustrative of demands most commonly imposed on the incumbent of this position.

While performing duties of this job the employee:

- Frequently gets into and out of trucks and other equipment.
- May sit for extended periods of time when operating equipment
- May walk or climb over ditches or other rough terrain, balance, stoop, kneel, crouch, crawl, or stand for extended periods of time
- Commonly lifts or exerts physical effort in moderate to heavy work and may experience excessive vibrations when operating jackhammer, chain saw and possibly other light motorized equipment
- Must have the visual and physical ability to safely operate light motorized equipment, including good reaction times
- Ability to drive at night and in inclement weather conditions, color and peripheral vision, depth perception, and ability to adjust focus
- Ability to lift or move objects up to 75 pounds
- Ability to deal effectively with stress.

Work Environment:

Good working conditions but with consistent exposure to weather conditions including heat, snow, ice and other possibly inclement conditions. Frequent exposure to dirt, dust, hot asphalt, fumes, dampness, mud and noise. Ability to take the necessary precautions for the safety of self and others inherent when working with machinery/construction areas including such things as thrown debris, hot temperatures, electrical shock, loud noises, cutting utility lines, etc.

Selection Guidelines

- Formal application, rating education and experience, oral interview and reference check. Job related testing may be required.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements 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 job change.
- A signature constitutes a statute of limitation on any action after six months of leaving employment.

A SIGNATURE CONSTITUTES A STATUTE OF LIMITATION ON ANY ACTION AFTER SIX MONTHS OF LEAVING EMPLOYMENT.

EMPLOYEE UNDERSTANDING AND AGREEMENT

Reviewed By:	Employee, Service/Maintenance Worker,	Date:	
Signature			
I understand, and will perform, the duties and requirements specified in this job description.			
Management Approval:	Service Superintendent, David E. Ballard		
Signature		Date:	
Administrative Approval:	Village Administrator, Franklin Christman	Date:	
Review Approval:	Personnel Director, Brian Garvine	Date:	
Signature			
Last Updated By:	Village Administrator in collaboration with Service Superintendent or Designee	Date/Time:	1/31/2019 1:34 PM