

**POSITION DESCRIPTION
BRIMFIELD TOWNSHIP**

POSITION: Driver/Laborer
DEPARTMENT: Road Department
WORK SCHEDULE: Typically, 7:00am – 3:00pm, Monday – Friday
But could vary depending upon weather and seasonally
DATE POSTED: October 31, 2014
DEADLINE APPLICATION: FRIDAY, November 7, 2014 at 4:00pm
STATUS: Full-time position

The successful applicant must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill and ability required. Brimfield Township provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless accommodation would cause undue hardship.

The incumbent will serve as a Driver/Laborer for the Brimfield Township Road Department, responsible for a variety of labor tasks.

DUTIES

Operates various hand and/or power tools, such as a hammer, screw drivers, wrenches, drills, power saws, air nozzles, air compressor, deburring/deflashing tools, mop, broom, shovel, snow shovel, snow blower, rakes, pitch forks, files, driver, ratchet, and steam cleaner.

Drive and operate various equipment including heavy dump trucks, utility trucks, lawn mowers, steam rollers, grinders, pressure washer, drill press, cutting torch, and related attachments in effecting the general maintenance, repair, and safety of Brimfield Township roads and right-of-ways.

Must be able to pull loaded trailers, back trailers, drive and operate snow plowing and salt spreading equipment.

Regularly check and maintain heavy equipment to ensure proper fluid levels and mechanical functions including checking tires, tire pressure, light bulbs, changing oil and greasing equipment.

Patch, chip and seal roads, maintain road berms and shoulders.

Load and dump crushed stone, sand, and salt from trucks, and remove snow from Township roads using appropriate equipment.

Install culvert pipes for water under road ways and driveways.

Remove debris from Township areas and roadways using appropriate equipment as assigned.

Perform duties of Truck Driver and/or Laborer as needed.

Serve on 24-hour call and respond to emergencies from off-duty status when needed.

SKILLS AND KNOWLEDGE

Candidates must be at least 18 years of age and possess a High School diploma or GED.

Candidates must possess an Ohio Class B Commercial Driver's License (CDL) with fewer than 6 warning points and a demonstrated safe driving record at the time of application. A Class A CDL is preferred.

Candidates must pass all hiring requirements, including a medical examination, background check and pre-employment drug screen. The final applicant is expected to demonstrate his/her ability to operate township owned equipment prior to being hired.

Candidates must possess practical knowledge of the standard practices and procedures involved in road maintenance and construction.

Candidates must possess a working knowledge of safety procedures for working in or around vehicles and heavy equipment, and/or working around traffic.

Candidates must possess the ability to safely operate, protect and maintain a variety of hand and power tools, such as hammer, screw drivers, wrenches, drills, power saws, air nozzle, air compressor, deburring/deflashing tools, mops, broom, shovels, snow shovels, snow blowers, rakes, pitch forks, files, driver, ratchet and steam cleaner.

Candidate must possess the ability to safely operate, protect and maintain a variety of machinery/equipment, pressure washer, drill press, and related attachments in effecting the general maintenance, repair and safety of Brimfield Township roads and right-of-ways.

Candidates must possess the ability to comply with all employer and department policies and work rules, including but not limited to attendance, safety, drug-free workplace, and personal conduct.

Candidate must possess the ability to effectively communicate orally and in writing with co-workers and members of the general public in a courteous and tactful manner, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Candidate must possess the ability to work both alone with minimum supervision and with others in a team environment.

Candidate must possess the ability to follow verbal and/or written instructions.

Candidate must possess the ability to occasionally work extended hours, weekends, and evenings. And have the ability to serve on a 24-hour call and respond to emergencies from off-duty status.

Candidate must possess the ability to perform physical requirement of essential duties.

RESPONSIBILITY

Incumbent is directly responsible for the safe and effective operation of a wide variety of vehicles and equipment. Specialized instructions and clarifications will be given by the Road Superintendent in regard to unusual or difficult assignments and the majority of work is reviewed in process and upon completion to ensure proper work sequences and adherence to instructions.

Incumbent reports directly to the Road Superintendent.

PHYSICAL EFFORT

Incumbent performs duties requiring continuous physical exertion, such as lifting or carrying objects weighing over 50 pounds, walking on uneven terrain, pushing/pulling of equipment and tools, crouching/kneeling, bending, reaching, driving, close/far vision , color/depth perception, hearing sounds/communication, and handling/grasping objects. Incumbent is required to sit and walk at will, remain standing and working for long periods of time and may be exposed to jolting, bumping, and vibrations of equipment.

Incumbent must be in excellent physical condition.

WORKING CONDITIONS

Incumbent performs the majority of duties out of doors in various weather conditions, and is exposed to inclement weather, vibration, noisy machinery, dust and dirt, and intermittent equipment fumes. Incumbent may occasionally be required to work extended hours, weekends, and evening. Incumbent is occasionally required to be on 24-hour call and respond to emergencies from off-duty status.

APPLICANT ACKNOWLEDGMENT:

The job description for the position of Driver/Laborer for the Brimfield Township Road Department describes the duties, skills and knowledge, responsibilities, physical effort required, and working conditions for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment but rather a description of the types of work and conditions required for the job. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties, requirements, or responsibilities as outlined, or perform the physical requirements for this position?

Yes _____

No _____

Applicant Signature

Date

Print Name

This acknowledgment is part of the application packet and must be returned along with a completed job application.