

**POSITION DESCRIPTION  
BRIMFIELD TOWNSHIP**

**POSITION:** Laborer  
**DEPARTMENT:** Road Department  
**WORK SCHEDULE:** 7:00 AM – 3:00 PM, Monday – Friday

**DATE WRITTEN:** May 7, 2014  
**STATUS:** Full-time

**To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill and/or 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.**

Incumbent serves as Laborer for the Brimfield Township Road Department responsible for a variety of labor tasks.

Opportunity for advancement with the required skill and ability is available.

**DUTIES**

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

Maintains various machinery/equipment including loader, mower, backhoe, rollers, grinder, pressure washer, drill press, cutting torch, welding equipment, and related attachments in effecting the general maintenance, repair, and safety of Township roads and right-of-ways.

Regularly checks and maintains heavy equipment to ensure proper fluid levels and mechanical functions including checking tires, lights and changing oil.

Perform various duties involved in the maintenance of Township roads and right of ways including, but not limited to, road patching, tree cutting and trimming, clearing of brush, and ditch cleaning.

Perform various duties involved in the maintenance of Township property including, but not limited to, mowing, trimming, hedge trimming, etc.

Installs culvert pipes for water under road ways.

Removes debris from Township areas using appropriate equipment as assigned.

Performs duties of Laborer as needed.

Serves on 24-hour call and responds to emergencies from off-duty status.

## **I. SKILLS AND KNOWLEDGE**

High school diploma or GED.

Must be at least 18 years of age.

Ability to meet all hiring requirements, including passage of a medical exam, background check and drug test.

Working knowledge of safety procedures for working in or around vehicles and heavy equipment, and/or working around traffic.

Ability to safely operate, protect and maintain a variety of hand and/or power tools, such as a hammer, screw drivers, wrenches, drills, power saws, air nozzle, air compressor, deburring/deflashing tools, mop, broom, shovels, rakes, pitch forks, files, driver, ratchet and steam cleaner.

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.

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.

Ability to work both alone with minimum supervision and with others in a team environment.

Ability to follow verbal and/or written instructions.

Ability to occasionally work extended hours, weekends, and evenings.

Ability to serve on a 24-hour call and respond to emergencies from off-duty status.

Ability to perform physical requirement of essential duties.

## **II. RESPONSIBILITY**

Incumbent is directly responsible for the safe and effective operation of a wide variety of vehicles and equipment under moderate supervision of the Public Works Director. Specialized instructions and clarifications are given by the Public Works Director in regard to unusual or difficult assignments and majority of work is reviewed in process and upon completion to ensure proper work sequences and adherence to instructions.

Incumbent reports directly to the Public Works Director.

## **III. PHYSICAL EFFORT:**

Incumbent performs duties requiring continuous physical exertion, such as lifting/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.

## **IV. WORKING CONDITIONS**

Incumbent performs majority of duties out of doors in various weather conditions, and is exposed to inclement weather, vibration, machinery noise, dust, dirt and 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/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Laborer for the Brimfield Township Road Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that is not a contract of employment. 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 and requirements as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name