

**Village of Cuyahoga Heights  
Position Description**

<b>Position Title:</b> Seasonal Laborer	<b>FLSA Classification:</b> Non-Exempt
<b>Reports To:</b> Service Director	<b>Department:</b> Service
<b>Approved By:</b> Mayor Bacci	<b>Final Approval/Update:</b> June 1, 2008

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**POSITION SUMMARY**

Under general supervision of the Service Department Director (or other senior official) the Laborer performs a variety of semi-skilled work in the maintenance of parks, grounds, facilities, streets, trees, and other public service activities, and performs other work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The following is an outline of the basic duties and responsibilities of the above-titled position. It describes the duties and responsibilities in the broad scope, and is not intended to be all-inclusive, and does not constitute a contract of employment. Individual(s) in this position may from time-to-time be assigned other duties as appropriate. Laborer positions may be full time or part time depending upon the needs of the Village.*

- Operates building and grounds maintenance equipment and a variety of hand and power tools such as jackhammers, power mowers concrete saws, etc.
- Performs maintenance and repair of curbs, gutters, storm drains and culverts, and the installation and replacement of trees, shrubs, plants and other landscaping in the Village parks and grounds.
- Performs repaving, patching, overlaying, pot hole, and crack sealing repair of asphalt.
- Locates and repairs Performs general maintenance and repair to buildings and facilities.
- Installs and/or replaces traffic signs, street lights pavement markings, and irrigation systems.
- Responds to public complaints and requests for service.
- Promotes a positive relationship with the community and between departments.
- Follows policies, rules and regulations relating to the functions of the Department, and notifies the appropriate personnel of non-compliance.

**QUALIFICATIONS (KNOWLEDGE, SKILLS AND ABILITIES)**

- Ability to follow oral and written instructions, and communicate effectively with others.
- Knowledge of and the ability to perform a variety of construction, repair and maintenance methods, procedures, tools, equipment and materials.
- Ability to operate a variety of construction equipment.
- Working knowledge of applicable laws and ordinances relating to the repair and operation of equipment and the Village.
- Ability to establish and maintain harmonious and effective working relationships with fellow employees, other agencies, and all segments of society.

**EDUCATION AND EXPERIENCE**

**Minimum**

High school diploma (or GED), must be 18 years of age, and have an Ohio Driver's License.

**Preferred**

Basic experience with construction and/or maintenance work; coursework and/or experience with plumbing and electrical certification and/or license, and formalized training in facilities maintenance.

**WORKING CONDITIONS (ENVIRONMENT/PHYSICAL DEMANDS)**

**Environmental**

Work is performed inside and outside in varying weather conditions.

**Physical/Mental**

This position requires the physical ability to perform general maintenance and landscaping tasks including regular heavy lifting.

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**Employee's Acknowledgement of Receipt and Understanding**

*I understand that this description outlines the basic duties and responsibilities of my job in the broad scope and is not intended to be all-inclusive and that I may be assigned other duties from time to time as appropriate. The duties, responsibilities, authority, relationships and accountabilities outlined above are directly related to my job and will be used when evaluating my job performance. I also understand that this position description does not constitute an employment contract between me and the Village of Cuyahoga Heights.*

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Employee Signature

\_\_\_\_\_  
Date

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

Job Description: Laborer

Position #: SD-08-405

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