



Village of Bremen  
9090 Marietta Road, SE  
Bremen, Ohio 43107  
(740) 569-4788  
<http://BremenVillage.com>

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## Position Description Street Department Laborer

Full-Time, Permanent  
FLSA Status: Non-Exempt

### ESSENTIAL FUNCTIONS OF THE POSITION:

The purpose of this position is to maintain and improve the lands, buildings, thoroughfares, storm drainage and other elements of the Village's infrastructure. Works under the supervision of the crew leader and village administrator. This position is subject to emergency/non-emergency call-outs during evenings, weekends and holidays.

The following are examples of the job duties but do not include all the possible tasks to be performed:

(Note – this list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position.)

- Perform a variety of manual labor tasks on a regular basis, involving both indoor and outdoor locations.
- Perform tasks for maintaining and improving the condition of streets, alleys, sidewalks, parking lots, walking paths and other such thoroughfares including, but not limited to, restoring brick pavements, filling potholes, and crack sealing.
- Perform snow and ice control from village roadways, alleys, parking lots, driveways, sidewalks, bikeways and walkways, including plowing, shoveling, and spreading deicing agents.
- Perform a variety of landscaping maintenance work; maintains parks and village grounds by mowing grass, trimming and pruning trees and shrubs, planting and removing trees and shrubs, edging, weeding, seeding, mulching, and collecting and removing trash.
- Perform a variety of tasks for the maintenance and improvement of village buildings and facilities such as painting, cleaning restrooms, mopping and vacuuming floors, replacing light bulbs, replacing furnace filters, and performing light construction.
- Remove leaves, dirt and debris from village roadways, gutters, storm drains/catch basins, alleys, parking lots, driveways, sidewalks, bikeways and walkways.

- Install and maintain road signs.
- Assist in monitoring the condition of the village's infrastructure including lands, buildings, thoroughfares, pavements, signs, storm drainage system, and rights-of-way.
- Load and unload topsoil, gravel, mulch, and asphalt mix from truck beds, fill potholes, set out barricades, direct traffic, paint and/or apply pavement markings.
- Operate a variety of power tools and equipment such as electric drill, circular saw, pavement saw, chainsaw, air compressor, jack hammer, sprayer, push mower, zero-turn mower, string grass trimmer, asphalt roller, pavement tamper, stump grinder, brush chipper, leaf vacuum, leaf blower, snow thrower.
- Operate pickup truck, dump and flatbed trucks, backhoe, zero-turn mower, bucket truck, or similar equipment and vehicles.
- Perform preventative maintenance and makes minor repairs to appliances, plumbing and electrical fixtures, assist in the maintenance, repair and/or replacement of doors, windows, ceilings, floors, walls, plumbing, heating, ventilation, and electrical fixtures and the like.
- Paint machinery, buildings, and walls.
- Prepare playing fields at park.
- Put up and takes down seasonal and holiday decorations.
- Set up and take down tables, chairs and other equipment for meetings and events.
- Perform rough carpentry, assist with installing paneling, drywall, cabinets, flooring, framing, and shelving in village buildings and facilities.
- Clean and sanitize bathrooms, restrooms and shelters, clean and dust furniture, mop and polish floors, vacuum carpet, move furniture, install signs, clean and repair equipment, change furnace filters, unclog toilets, clean and unplug drains, wash windows, replace lightbulbs.
- Prepare purchase order requests for the acquisition of equipment, materials and supplies.
- Attend trainings, seminars and workshops.
- Respond to emergency call-ins as needed. Provide and fulfill stand-by staffing needs responding to after-hours call-ins.
- Cooperate with other work units and employees of the Village organization to accomplish tasks and projects.
- Demonstrate a cooperative, service-oriented attitude toward members of the public. Answer inquiries and handles complaints from the public.

- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly with others to provide quality seamless customer service.
- Reflect a positive image of the Village of Bremen at all times.
- Perform other duties as assigned by the crew leader and/or village administrator.

### **JOB SETTING:**

The duties of this position will be performed indoors and outdoors. The incumbent may encounter any type of environmental conditions: hot, cold, damp, wet, humid, dry, noisy, greasy, odorous, dusty, muddy, sudden temperature changes, etc. Work can include heights and confined spaces. The incumbent will be expected to work alone, around others, on a team, under stress, under minimal supervision, under scrutiny of the public, and under deadlines.

### **MINIMUM REQUIREMENTS:**

Possession of high school diploma, or equivalent, and two years of experience in maintenance and construction work, or any equivalent combination of training and experience which provides the following knowledge, skills and abilities:

#### **Knowledge of:**

- The principles, practices, equipment, tools and materials used in the maintenance of lands, buildings and facilities.
- Basic literacy and math.
- Safety practices in the operation of mechanical equipment.

#### **Skilled in:**

- Controlling operations of equipment and/or systems.
- Performing routine and preventative maintenance and minor repairs on equipment and determining when and what kind of maintenance is needed.
- Identifying alternative solutions or approaches to problems, and then using logic and reasoning to identify strengths and weaknesses of those alternatives.

#### **Ability to:**

- Read and write letters and numbers in English.
- Understand and follow oral and written instructions in the English language.
- Ability to use and apply basic written and mathematic skills.
- Identify alternative solutions or approaches to problems, and then use logic and reasoning to identify strengths and weaknesses of those alternatives.
- Observe and monitor data, machinery and equipment to determine compliance with prescribed operating and safety standards.
- Visually detect and avoid obstructions while operating heavy equipment.
- Operate a backhoe, front-end loader, or similar equipment.
- Use power equipment and hand tools needed to perform assigned tasks and responsibilities.
- Perform physically demanding tasks for extended periods, often in unfavorable weather conditions.

- Establish and maintain effective working relationships with others.
- Work independently with limited direction given.
- Apply problem solving skills and perform critical thinking.
- Work with and around chemicals or similar solutions using only normal protective equipment.
- Use a personal computer and MS Office software.
- Discern when something is wrong or likely to go wrong.
- Apply general rules to specific problems to produce answers that make sense.
- See details at close range (within a few feet of the observer).
- Quickly and repeatedly adjust the controls of a machine to exact positions.
- Work cooperatively with other Village employees.
- Work safely without presenting a direct threat to self or others and comply with OSHA regulations.
- Perform the physical requirements of the job: standing, walking, climbing stairs and ladders, getting in and out of work vehicles, bending, stooping, kneeling, pulling, pushing, lifting and carrying over 50 pounds, manipulating small objects, and keyboarding.
- Perform job duties in a variety of environmental conditions both indoors and outdoors, such as hot, cold, damp, wet, dry, muddy, dusty, greasy, noisy, wind, rain, snow, sudden temperature changes, etc.
- Make mathematical computations with reasonable speed and accuracy.
- Exercise independent judgement, and deal with many variables and determine specific action.

#### **NECESSARY SPECIAL REQUIREMENTS:**

- Must be 18 years of age or older.
- Possess and maintain a valid Ohio driver's license and have a good driving record.
- Pass a pre-employment drug/alcohol screen and criminal background check.
- Work evenings, weekends and holidays as needed.
- Mandatory on-call response for emergency situations determined by the village administrator or designee.
- Ability to meet the physical demands to successfully perform the functions of this position, under the range of environmental conditions as described and characterized above.

#### **SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; motor vehicle record (MVR) check; job related tests 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 of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.