



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

Position Description Casual Laborer

**Full-Time and/or Part-Time, Temporary and/or Intermittent
FLSA Status: Non-Exempt**

ESSENTIAL FUNCTIONS OF THE POSITION:

The purpose of this position is to help maintain and improve the lands, buildings, thoroughfares, storm drainage and other elements of the Village's infrastructure. Works under the day-to-day oversight of the street department crew leader and supervision of the village administrator. This position is subject to overtime during weekdays.

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.)

- Performs a variety of manual labor tasks daily, involving both indoor and outdoor locations.
- Performs 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.
- Performs tasks specific to brick pavement restoration such as handling individual bricks (picking up, carrying, moving, loading, unloading, scraping to remove residue, stacking, and placing in position); shoveling, spreading and compacting gravel and sand; measuring and cutting bricks; etc.
- Performs 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.
- Removes leaves, dirt and debris from village roadways, alleys, parking lots, driveways, sidewalks, bikeways and walkways.
- Performs varied manual and equipment operations in flushing and otherwise cleaning storm sewers, cleans and unclogs storm sewer inlets and catch basins.
- Loads and unloads topsoil, gravel, mulch, and asphalt mix from truck beds, fills potholes, sets out barricades, directs traffic, paints and/or applies pavement markings.

- Operates a variety of power tools and equipment such as pavement saw, chainsaw, air compressor, jack hammer, push mower, zero-turn mower, string grass trimmer, lawn edger, asphalt roller, pavement tamper, leaf vacuum, leaf blower.
- Operates pickup truck, dump and flatbed trucks, backhoe, zero-turn mower, or similar equipment and vehicles.
- Cooperates with other work units and employees of the Village organization to accomplish tasks and projects.
- Demonstrates a cooperative, service-oriented attitude toward members of the public.
- Reflects a positive image of the Village of Bremen at all times.
- Performs 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.
- Brick laying (preferred).
- Basic literacy and math.
- Safety practices in the operation of mechanical equipment.

Skilled in:

- Equipment operation (a preferred skill).
- Brick laying (a preferred skill).

Ability to:

- Read and write letters and numbers in English.
- Understand and follow oral and written instructions in the English language.
- Use and apply basic written and mathematic skills.
- 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.
- Discern when something is wrong or likely to go wrong.
- 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, getting in and out of work vehicles, bending, stooping, kneeling, pulling, pushing, lifting and carrying over 50 pounds.
- 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, sudden temperature changes, etc.

NECESSARY SPECIAL REQUIREMENTS:

- Must be 18 years of age or older.
- **Be available to work from June 2019 to December 2019, although the actual period of employment is subject to change depending on the Village's operational need and budgetary constraints.**
- 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.
- 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.