

## PERKINS TOWNSHIP

**JOB DESCRIPTION:** Laborer  
Public Works Department

**SALARY RANGE:** \$19.75 per hour (Bargaining Unit Agreement)

**GENERAL PURPOSE:**

Under general supervision of the Public Works Director or Maintenance Foreman, this position is responsible for repairs, maintenance, and improvements of the overall condition of paved surfaces; surface and underground drainage systems; landscaping and maintaining all Township property grounds, parks and cemetery; repair and maintain all park recreational equipment to ensure safety; collect and dispose of seasonal vegetation; maintain all traffic control signage relative to Perkins Township roads and properties; conduct operations on snow/ice removal and control on all Township properties and roads; regular maintenance of Township owned facilities including the cemetery buildings; operation of various types of motorized equipment and Highway vehicles and; participate in and promote workplace safety.

**ESSENTIAL DUTIES:**

- Haul and shovel or rake soil, asphalt, stone and other materials
- Complete pavement maintenance tasks and repairs to concrete or asphalt roads
- Inspect, clean and repair all storm drain piping/catch basins
- Perform regular maintenance at Township cemetery property including opening and closing of interment sites
- Remove all types of vegetation at various locations throughout the Township and roadsides
- Assist with the maintenance of all Township parks, equipment and buildings
- Repair and maintain playground equipment and surfacing in Township owned parks
- Safely operate various types of smaller equipment relative to regular maintenance duties or at construction sites
- Assist with regular maintenance on all Township buildings, grounds and equipment
- Maintain and repair mechanical equipment
- Transport construction equipment and supplies
- Responsible for the control and clean-up of weather events that create unsafe conditions on Township road surfaces or facilities including but not limited to snow and ice removal
- Control traffic at work zones
- Assist with improvements or maintenance of drainage systems
- Attend safety and other training meetings as directed
- All other duties as assigned by the Public Works Director, Maintenance Foreman, or his/her designated assistant in the Director's absence

**REQUIRED SKILLS AND ABILITIES:**

- Safely operate large equipment and vehicles that require a CDL license
- Proficient in the safe operation of small motorized equipment and tools
- Proficient in the safe operation of larger equipment and Township vehicles with adjustable attachments
- Communicate clearly and effectively, both orally and in writing
- Understand and follow oral and written instructions
- Shall be available during the winter season beginning December 1<sup>st</sup> and ending March 31<sup>st</sup> for immediate response to inclement weather conditions
- Carry and keep Township cell phone operational at all times
- Basic math skills
- Understand and apply construction and maintenance safety standards and procedures

- Ability to determine the kind of tools and equipment needed to do a job
- Ability to inspect and identify equipment with problems or defects
- Work independently or as a team member
- Be tactful when dealing with the public
- Maintain effective working relationships
- Wear appropriate personal protective equipment (PPE) at all times
- Physical ability to perform the essential job duties
- Travel for training opportunities, required classes, or certifications
- Understand the organization and have working knowledge of the operations of the Township
- Understand and abide by Township policies and procedures
- Perform all other related duties as assigned

**PREFERRED SKILLS:**

- Basic knowledge of construction plans and terminology
- Basic knowledge of materials, methods, tools and equipment involved in construction or repair of roads and maintenance of buildings
- Analyze information and evaluate results to choose the best solution, troubleshoot problems, and remain compliant with laws, regulations or standards.
- Time and materials management
- Certified Playground Safety Inspector (may be required to attain within 18 months of hire)
- Certified Commercial Pesticide Applicator (may be required to attain within 18 months of hire)

**EDUCATION:**

High School Diploma or GED equivalent

Valid Ohio Class B Commercial Driver's License with air brake endorsement (within 6 months of hire)

**EXPERIENCE:**

Five years or more experience in various construction trades

Experience in the use and operation of construction and landscape equipment

**PHYSICAL DEMANDS:**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Environment: Work is performed primarily outdoors in all seasons, sometimes in extreme weather conditions. Work may occasionally be done in the shop.

Physical: The employee must be able to:

- Lift, carry, balance, push, or pull items up to a maximum of seventy-five (75) pounds with strength factor of moderate/heavy work
- See in the normal visual range with or without correction
- Hear in the normal audio range with or without correction
- Verbally communicate in person or on the phone
- Sit or stand for extended periods of time
- Occasionally stoop, bend, kneel, crouch, or twist
- Reach horizontally and above shoulders
- Possess dexterity of hands and fingers to operate tools and equipment

- Enter and exit all vehicles and equipment
- Ability to climb a ladder
- Able to access all levels of a construction site and traverse uneven terrain
- Use hands and arms to handle, install, position and move materials

Hazards: Working with fuel powered machines, hand tools, electrical equipment and chemicals associated with outdoor maintenance activities.

### **Selection Guidelines**

Completed formal application received not later than 3:00pm on July 16, 2021

In-person interview

Reference and background checks

Pass pre-employment drug screening

Pass pre-employment nicotine testing

Interested applicants must fill out an application and return to:

Perkins Township  
ATTN: Executive Coordinator  
2610 Columbus Ave.  
Sandusky, OH 44870

Email to: [ashleyo@perkinstownship.com](mailto:ashleyo@perkinstownship.com)

Fax to: 419-609-1410

Applications are located at our website: [www.perkinstownship.com](http://www.perkinstownship.com)

### **Application deadline is July 16, 2021 at 3:00pm**

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

*Perkins Township is a Drug Free and Nicotine Free Workplace.*

*The duties listed above are intended only as an illustration of the various type of work that may be performed. The omission of specific statements of duties or responsibilities does not exclude them from the position.*

*Reasonable accommodations, as prescribed by the Americans with Disabilities Act, may be made to enable individuals with disabilities to perform the essential job functions and will be determined on a case-by-case basis.*