

## PERKINS TOWNSHIP

**JOB DESCRIPTION:** Seasonal Laborer, Public Works Department

**SALARY RANGE:** \$14.00 - \$15.00 per hour

**GENERAL PURPOSE:**

Under general supervision of the Public Works Director, this seasonal position is responsible for assisting with landscaping and maintaining all Township property grounds, parks and cemetery; collect and dispose of seasonal vegetation; assist with regular maintenance of Township owned facilities including the cemetery buildings; operation of various types of motorized equipment and vehicles; and participate in and promote workplace safety.

**ESSENTIAL DUTIES:**

- Assist with regular maintenance at Township cemetery property
- Remove and maintain all types of vegetation at various locations throughout the Township and roadsides
- Assist with regular maintenance of all Township parks, buildings, grounds, and equipment
- Safely operate various types of smaller equipment relative to regular maintenance duties or at construction sites
- Transport construction equipment and supplies
- Assist with all aspects of road projects if needed
- Duties as assigned by the Public Works Director or his/her designee

**REQUIRED SKILLS AND ABILITIES:**

- Proficient in the safe operation of small motorized equipment and tools
- Communicate clearly and effectively, both orally and written
- Understand and follow both oral and written instructions
- Basic math skills
- Ability to report to work at required time and date and maintain a responsible attendance record, nights or weekends may be necessary in certain situations
- Understand and apply 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 protection 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 a working knowledge of the operations of the Township
- Understand and abide by Township policies and procedures
- Perform other related duties as assigned

**PREFERRED SKILLS:**

- Basic knowledge of materials, methods, tools and equipment involved in construction and maintenance of buildings, and in landscaping

**EDUCATION:**

High School Diploma or GED equivalent  
Valid Ohio Driver's License

**EXPERIENCE:**

Experience in the basic use and operation of construction and landscape equipment

**PHYSICAL DEMANDS:****Environment**

Work is performed primarily outdoors, 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
- Pass a basic physical examination

**Hazards:**

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

**SELECTION GUIDELINES**

Completed formal application  
In-person interview  
Reference and background checks  
Pass pre-employment drug and nicotine tests  
Acceptable driving record

*This 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.*

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

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

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

**Applications are located on our website:**

[www.perkinstownship.com/public-works/public-works-staff/](http://www.perkinstownship.com/public-works/public-works-staff/)

**Interested applicants must fill out an application and return to:**

**Perkins Township  
ATTN: Ashley Ohlemacher  
2610 Columbus Ave.  
Sandusky, OH 44870**

**OR - Email: [ashleyo@perkinstownship.com](mailto:ashleyo@perkinstownship.com)**

**Applications will be accepted until the position(s) is filled.**