

City of Villa Hills Position Description

JOB TITLE: Laborer/Equipment Operator DEPARTMENT: Public Works STATUS: Non-exempt

This is a full time position. 40 hours per week.

Essential Duties and Responsibilities

- Operate a variety of city owned work vehicles.
- Perform daily preventative maintenance duties on vehicles, tools, and equipment.
- Detect malfunctions in equipment and either makes minor repairs or makes requests for repair.
- Assist in landscaping of city owned properties.
- Perform manual loading/unloading of utilized vehicles.
- Assist in installing, constructing, repairing, and/or maintaining city travel ways, sewers, culverts, barricades, and various other city properties.
- Prepare required reports and records.
- Perform other duties as necessary.

Peripheral Duties and Responsibilities

- Provides snow removal and maintenance in times of inclement weather.
- Must be on call during winter months for snow removal.
- Must be available to work weekend events throughout the year when assigned.
- In the performance of your duties you are required to maintain a respectful and polite attitude toward the public at all times.

Supervision Received

Works under the direct supervision of the assigned Public Works supervisor.

Supervisory Duties and Responsibilities

Provides general supervision to various assigned season employees and technicians.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a field setting.

While performing duties of this job, the employee is occasionally required to sit; talk or hear; use hands to finger, handle, or feel; stoop, kneel, crouch, or crawl; and reach with hands and arms. Frequently this employee is required to stand and walk.

The employee is frequently required to lift and/or move up to 50 pounds. Occasionally the employee is required to lift and/or move up to 100 pounds.

Vision Requirements

- Close Vision (clear vision up to 20 inches or less)
- Distance Vision (clear vision up to 20 feet or more)
- Peripheral Vision
- Depth Perception
- Ability to adjust focus

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outdoor weather conditions, and will have to work near moving mechanical parts. Occasionally the employee will be exposed to extreme heat (non-weather related) and vibrations. The employee may sometimes be exposed to fumes or airborne particles; and toxic or caustic chemicals.

The noise level in the work environment is usually loud to very loud.

Desired Minimum Qualifications

Education and Experience

- Must be 18 years of age.
- Graduation from high school, or equivalent.
- At least 3 months experience in similar field.

Necessary Knowledge, Skills, and Abilities

- Strong written and verbal communication skills.
- Solve practical problems.
- Interpret some technical and instructional material.
- Make decisions which serve the city's best interest and follow the missions and objectives of the Public Works Department.
- Some knowledge of construction and/or landscaping as well as geographical knowledge of the city.

Special Requirements

- Must obtain a Class D Driver's license upon employment.
- Valid Driver's License or ability to obtain one upon hire.

Tools and Equipment Used

- This position uses construction equipment as well as landscaping equipment such as snow plows, skid steer, tractor, backhoe, Hydrostatic Mower, hand tools, power tools and various other types of equipment.
- This position requires the use and operation of multiple city owned vehicles and motorized machinery.
- This position uses basic computer software programs.

CRIMINAL CONVICTION HISTORY AND NEXUS

Conviction of certain offences or conduct may prevent some individuals from being appointed to this position. Consideration is given to the nature and gravity of offense or conduct, the amount of time passed since offense or conduct and or completion of sentence, and the nature of job held or sought. Review of any such criminal convictions or other conduct that may be disqualifying is conducted on a case by case basis.

The nexus of job duties that this position performs that triggers a review includes operating a vehicle, working with the public, and using tools over \$100.

Due to the given duties of this position, persons with offenses or conduct involving vehicle, violence, property, sex, and weapons may not be appointed to this position without being cleared for employment following the successful determination of a conviction history nexus review.

Updated 6/25/18