



CITY OF KENT JOB DESCRIPTION

LABORER

Department: Service, Central Maintenance and Water Treatment
Non-Exempt, Classified

Updated: August 2021

RESPONSIBILITY

An entry level position, under immediate supervision, is responsible for performing a variety of semi-skilled and unskilled manual work in maintaining City grounds, streets, and various City facilities. Performs related work as assigned.

TYPICAL TASKS (Illustrative Only)

General labor work for streets, utility systems and facilities, buildings and grounds, parks and recreation and related facilities as described further and other similar tasks. Picks up and hauls materials, sets barricades, washes trucks and other equipment as needed. Cuts, trims, rakes, plants, waters, and fertilizes lawns and foliage. Shovels aggregate. Collects and disposes of trash. Assists in maintenance operations, including by example pothole patching, traffic painting, sign installation. Removes snow from walkways, parking areas and streets. Performs general grounds, equipment and facilities maintenance including painting, sanding, servicing, cleaning, sweeping and washing indoors and outdoors. Operates lawn and garden tractors, mowers, trucks, weed eaters, hedge trimmers, sanders, drills, and a variety of manual and power tools in maintaining grounds, equipment and facilities. Can operate vehicles in coordination with their CDL designation, including but not limited to: 2 ½ ton trucks, trucks with plows, trucks with trailers and any other over the road vehicles that are covered under the appropriate CDL designation. Can operate similar equipment as the Park Maintenance Laborer, such as front end loaders, and larger equipment. Can work independently. Two or more laborers can work together.

DISTINGUISHING CHARACTERISTICS OF THE CLASS

This is routine (repetitive) work consisting of routine and / or unskilled manual tasks. A laborer will follow established procedures and work methods and will have some independent judgement when implementing the work. A laborer may seek additional assistance if their work will require them to deviate from the established procedures or work methods.

SPECIAL REQUIREMENTS

Incumbent is required to keep him/herself in physical condition sufficient to perform heavy manual labor over a sustained period of time and must be willing to work under adverse weather conditions.

Possession of a valid State of Ohio Class A or B Commercial Driver's License with Air Brake Endorsement is preferred. A newly hired or transferred employee must at minimum present proof on the first day of work that they have a CDL Instruction Permit. Employees newly hired shall receive on the job training at the employer's expense and shall be required to obtain the necessary CDL within one hundred twenty (120) days of appointment to the position. Must have a good driving record at the time of hire and be able to maintain such good record at all times in compliance with the City of Kent's Motor Vehicle Safety and Usage Policy.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

No knowledge needed for a variety of maintenance-related tasks. Willingness to perform routine manual work, which can be strenuous. Must have the physical ability to lift heavy objects up to 75 lbs., walk distances up to one mile at a time, climb ladders, shovel various substances, work aloft or in confined spaces and have the general stamina for strenuous work. Must have the ability to understand simple oral instructions.

NECESSARY EDUCATION, TRAINING AND EXPERIENCE

High school diploma or equivalent.

ESSENTIAL FUNCTIONS

1. Performs a variety of strenuous physical activities, including but not limited to manual shoveling, raking, painting, lifting up to 75 lbs., walking up to one mile at a time, climbing ladders, and working aloft and in confined spaces.
2. Uses gardening equipment including but not limited to shovels, rakes, weed trimmers, mower, snow throwers, clippers, shears, and other equipment as needed.
3. Uses a variety of tools, including but not limited to hammers, drills, grinders, saws, sanders.
4. Must be able to work at all times, including varying shifts.
5. Must be able to work in extreme outside conditions including extremely hot and cold temperatures.
6. Must be able to work around industrial chemicals, including but not limited to chlorine, paints, solvents, cleaning products, and other chemicals found in the workplace.

7. Must possess and maintain a valid State of Ohio Class A or B Commercial Driver's License with Air Brake Endorsement and driving record must meet City of Kent's Motor Vehicle Safety and Usage Policy.
8. Handle repetitive assignments both indoors and outdoors.
9. Must be able to safely operate a pickup truck with attached trailer and plow truck with attached snow plow as required.
10. Can operate vehicles in coordination with their CDL designation, including but not limited to: 2 ½ ton trucks, trucks with plows, trucks with trailers and any other over the road vehicles that are covered under the appropriate CDL designation.
11. Can operate similar equipment as the Park Maintenance Laborer, such as front end loaders, and larger equipment. (Equipment not specified in job descriptions of higher classification positions.)
12. Can work independently
13. Two or more laborers can work together.

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 job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.

The City of Kent provides equal employment opportunities and does not unlawfully discriminate on the basis of age, race, color, religion, sex, national origin, ancestry, military status, familial status, disability, gender identity, or sexual orientation in all employment practices in accordance with applicable federal, state and local laws.