Service Department Laborer

Position Summary

The Service Department Laborer carries out responsibilities under the general direction of the Service Director. Responsibilities include performing a full range of custodial and building service duties related to the care, maintenance, and cleaning of assigned buildings, lands, and facilities. It also includes applying judgment based on policies and laws of the City of Reminderville, and to perform all functions with the highest ethics and integrity.

Essential Duties and Responsibilities

Note: This list is intended only to illustrate the various types of work that may be performed. Omission of specific statements does not exclude them from the position.

1. Respond to emergency cleanups, such as spills.
2. Move and arrange furniture and equipment; prepare rooms for conferences, meetings, and major events as necessary.
3. Replace lights.
4. Identify and report maintenance needs.
5. Pick up and rake paper, trash, and debris around public grounds.
6. Depose trash according to established procedures.
7. Maintain landscaped areas on a limited basis, including watering, when needed.
8. Perform a variety of errands including pick-up and delivery of materials and supplies.
9. Make minor repairs as needed; unclog drains, repair furniture and equipment.
10. Use City vehicles for branch and leaf pickup, to plow snow, and to apply road salt for ice control.
11. Erect and remove seasonal/event displays.
12. Cut and maintain designated grass areas in the City.
13. Cut grass and weeds along all City streets and around signs, ordinance boxes, guard rails, and fire hydrants.
14. May be assigned to perform other duties as the workload requires and/or as duties and responsibilities change with the growth of the City.
15. Be knowledgeable of the Reminderville Employee Handbook and ethics laws pursuant to the Ohio Revised Code.
16. Provide support to City departments when needed.
17. Other duties as required.

Required Skills, Knowledge, and Abilities
- Ability to perform cleaning and general maintenance functions.
- Skill in operating all equipment necessary to perform the job functions.
- Ability to push wheel barrel upgrade with landscaping materials.
- Ability to shovel snow and cut grass on tractor.
- Ability to work in any area to which assigned.
- Ability to effectively work and communicate with the general public.
- Ability to work independently in the absence of supervision.
- Ability to adhere to schedules for periodic cleaning of assigned buildings and facilities.
- Ability to apply safe work practices.
- Ability to work inside and outside year-round; ability to work in extreme temperatures and various weather conditions.
- Possess and maintain a valid Ohio driver's license and maintain a good driving record.
- Ability to work overtime when requested.
- Possess mechanical skills, as well as ability to maintain and repair equipment.
- Ability to lift up to 60 pounds.
- Ability to sit, stand, stoop, bend, and walk up to ¼ mile without stopping.
- Ability to see, hear, and possess an audible voice to communicate.

The functions of this position may involve route exposure to light chemical substances, such as cleaning solutions, or exposure to hazardous or noisy conditions.

Experience and Education Requirements
Any combination of training and experience that will indicate possession of the skills, knowledge, and abilities listed above.

Must have high school diploma or GED. Some post-secondary school courses in mechanics, electrical, landscaping, and other related courses is preferred.

Must have one year experience in a similar position or other related experience. Must be trustworthy, dependable, and honest.

Must have valid Ohio driver's license and be insurable by Reminderville's insurance carrier.

The specifications above are intended to merely identify the class and be illustrative of the kinds of duties that may be assigned to the position and should not be interpreted to describe all of the duties which may be required of this position.