



## Service Department General Laborer (Part-Time)

Mayor Pamela Bobst

Reports To: Lead Supervisor or Crew Leader                      Salary: \$15.00 per hour  
Shift: 7:00 A.M. – 3:30 P.M. Monday through Friday              FLSA Status: Non-Exempt

**Position Overview:** The General Laborer performs general labor in the provision of public services throughout various departments as needed on a day to day basis including maintenance and repair of the City's streets, parks, sanitary and storm sewer systems, public facilities/properties and various duties in refuse collection. The General Laborer also performs miscellaneous duties as needed or assigned. This position operates and utilizes City vehicles and equipment including, but not limited to, various hand and power tools, jack hammers, air compressors, dump trucks/ snow plows/ salt spreader trucks/semi-trucks, sewer snake and refuse scooters. The General Laborer performs work in a variety of settings involving occasional exposure to inclement weather, confined spaces, excessive temperatures and humidity, dust, dirt and fumes. **Additional qualifications specific to the particular opening will be identified in each job posting.**

### **Duties:**

#### Sewer Department

- Operates and maintains equipment and vehicles including but not limited to plumbing and sewer equipment\*
- Loads truck with various equipment and tools; transports employees, equipment and materials to job site\*
  - Inspects equipment and tools to ensure equipment is in safe and proper condition; repairs or replaces equipment as needed
- Inspects, cleans, tests, repairs and maintains storm and sanitary sewer lines by performing tasks including but not limited to:\*
  - Identifies location of various sewer system components including water and sewer lines, sewer laterals and connections
  - Digs holes to locate system components
  - Inspects, adjusts and repairs manholes
  - Removes, repairs and/or replaces system components including manholes, pipes, connections
  - Cleans and removes obstructions in pipes; snakes and jets lines as needed
  - Builds catch basins
  - Operates various equipment including sewer jet, sewer snake, air compressor, jackhammer, power and plumbing tools
- Operates snow plows, salt trucks and other equipment as needed to remove snow, spread salt and ensure streets and roads are safe\*
- Assists in traffic control as needed\*

#### Streets Department

- Operates and maintains equipment and vehicles including but not limited to salt spreaders, snowplows, jackhammers\*
- Performs various tasks involved in street and sidewalk repair\*

- Repairs holes in streets and sidewalks; mixes, pours, levels and finishes concrete; pours/rolls asphalt as needed to fill holes in streets/roads
- Assists in traffic control as needed and ensures flashers are working properly; repairs as needed
- Performs various tasks involved in street maintenance\*
  - Cleans and maintains street cleaning equipment
  - Cleans, sweeps and removes debris and snow from streets, curbs, walkways, catch basins and accident sites
  - Operates snow plows, salt trucks and other equipment as needed to remove snow, spread salt and ensure streets and roads are safe

#### Refuse Department

- Operates and maintains equipment and vehicles including but not limited to refuse trucks, semi-trucks and scooters\*
- Collects and disposes of refuse from City residences, businesses, public properties and facilities\*
- Operates snow plows, salt trucks and other equipment as needed to remove snow, spread salt and ensure streets and roads are safe\*

#### Parks Department

- Operates and maintains various tools and equipment including but not limited to dump trucks, mowers, landscaping tools, boom truck, chain saws and chippers\*
- Performs various grounds maintenance and landscaping duties including but not limited to:\*
  - Plants and cuts grass
  - Plants, fertilizes, prunes and removes trees and plants as needed
  - Digs holes
  - Transports various landscaping materials including trees, soil, plants, equipment
  - Collects rubbish from beaches, parks and City properties
- Locks and unlocks various City park and public properties and facilities\*
- Operates snow plows, salt trucks and other equipment as needed to remove snow, spread salt and ensure streets and roads are safe\*

#### **Miscellaneous Duties:**

- Performs other duties of all department personnel as needed during times of need to ensure effective operation of the department\*
- Communicates with citizens to answer questions and provide information about City services and department operations\*
- Performs various tasks involved in animal control\*
  - Retrieves dead animals from various locations and dispose of properly
- Maintains safe and clean work environment\*
- Cleans work areas and accident sites as needed\*
- Follows safety procedures and guidelines; wears safety equipment and clothing as needed\*
- Answers telephone, responds to requests for information and assistance from citizens\*
  - Maintains facilities in safe and clean manner
  - Provides guidance and training to employees in operation of equipment and license computer
  - Maintains adequate levels of supplies and products to sell

*\* Denotes essential function of the job*

**Minimum Qualifications:**

- A valid Driver's License required.
- High school diploma or GED is required, or an equivalent combination of education and experience which provides the skills and abilities necessary to perform the job.
- Must be able to lift and carry up to 50 lbs.

**Position will be posted until filled. Applications may be obtained at [www.rrcity.com/employment.html](http://www.rrcity.com/employment.html) or at Rocky River City Hall. Submit completed application, cover letter and resume, Monday through Friday, 8:30 a.m. to 4:30 p.m. at:**

**Michael T. Greco, Director  
Human Resources Department  
City of Rocky River  
21012 Hilliard Boulevard  
Rocky River, OH 44116**

The City of Rocky River is an Equal Opportunity Employer

Date Posted: 9/25/2019