

Job Description: VILLAGE OF WOODMERE Laborer

WOODMERE JOB TITLE:	Laborer	DEPARTMENT:	Service Department
IMMEDIATE SUPERVISOR:	Director	POSITIONS SUPERVISED:	None
STATUS:	Full-time Non-Exempt	RATE:	To Be Determined

POSITION SUMMARY

This position is full-time in the Village's Service Department and a Class B commercial driver's license is required. **A high degree of dependability is essential.** The Laborer position is required to use/operate tools and equipment such as: recycling equipment, small power equipment, hand tools, salt spreader, snow removal equipment, lawn mowers, string trimmers, hedge trimmers, edger and blowers; and any other tools as necessary.

ESSENTIAL JOB DUTIES

Arrive for scheduled shift on time without excessive absenteeism as determined by supervisor.
Operate vehicles including vehicles that require a minimum class B CDL license.
Ability to safely utilize various tools and equipment.
Effectively communicate with staff, the public and other employees.
Other duties as assigned by the Director and/or their designee.

QUALIFICATIONS

Must possess a high degree of dependability and punctuality.
Knowledge of safe use of cleaning materials, tools and equipment.
Ability to work collaboratively with co-workers and establish working relationships within the community.
Ability to read and comprehend simple instructions, short correspondence, and memos.
Must submit to a background investigation and drug analysis

EDUCATION AND EXPERIENCE

High School diploma or general education degree (or GED).
Experience in a service department and/or similar work environment is preferred.
Must possess a valid Ohio drivers' license & a minimum Class B CDL license.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and or move up to 50 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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. Employees in this position typically work outside in all types of weather.

Interested parties should send a Letter of Interest and Resume to Village of Woodmere, 27899 Chagrin Blvd., Woodmere, OH 44122 by Friday, October 13, 2017.

The Village of Woodmere is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, gender, religion, age, sexual orientation, disability or military/veteran status in employment or provision of services. Individuals applying and requiring special accommodations regarding disabilities should contact Deborah Gray, Office Manager in the Treasurer's Office at 1-216-831-9511 ext.1235.