



Job Description – Crew Member II

Job Summary

Under the general supervision of the Service Department Foreman or other supervisory staff, performs a wide variety of tasks related to the operation of the Village Service Department.

Core Values

The Village of Ottawa Hills has established the following as its core values, which all employees are expected to embrace and adhere to:

- Integrity
- Respect
- Positive Communication
- Teamwork
- Accountability
- Positive Attitude
- Dedication to Service

Essential Functions

- Performs various maintenance and service tasks in accordance with established procedures and performance standards, such as: refuse and recycling collection; pothole patching; crack sealing; tree trimming; manhole repairs; concrete work; leaf pickup; fence installation and repair; catch-basin cleaning; street light repair; mowing and trimming of grass, including berms and islands; repair/removal/replacement of street signs, and curb repair.
- Safely operates equipment used in carrying out the maintenance operations in the Village, including single axle dump trucks; backhoe/loader; articulating front end loader; asphalt roller; fork and bucket trucks; refuse trucks, and brush chipper.
- Safely operates various hand and power tools, including chainsaws, power saws, hammers, shovels etc.
- Operates fully equipped single axle dump truck during inclement weather to ensure the effective removal of snow and ice on Village rights-of-way and property.

General Functions and Other Duties

- Follow instructions and carries out tasks assigned in an efficient and timely manner.
- Properly uses safety equipment and follows established safety procedures.
- Performs all other tasks as assigned by supervisory staff to ensure an accurate, prompt and complete response.

Core Competencies

- **Dealing with Ambiguity:** Effectively deals with change, shifts gears comfortably, isn't upset when responsible for, or participating in, multiple investigations which are in progress and at various stages, acts without perfect or complete information, doesn't have to finish one task before starting another, comfortably handles risk, uncertainty, and unknown facts.
- **Composure:** Is cool under pressure, does not become defensive or irritated when times are tough, is considered mature, holds things together during tough times, handles stress, is not knocked off balance by the unexpected, does not show frustration when resisted or blocked, is a settling influence in a crisis.
- **Goal-Oriented:** Possesses initiative and tenacity to actively influence events rather than passively accepting events as they occur; is a self-starter, works independently and with others to complete necessary/assigned tasks, steadfastly pushes him/herself and others to achieve the desired results in a timely and efficient manner.
- **Planning:** Accurately discerns the length and difficulty of tasks and projects, sets appropriate objectives and goals, breaks down work into the process steps, develops schedules and task/people assignments, anticipates and adjusts for problems and roadblocks, measures performance against goals, evaluates results.
- **Priority Setting:** Spends his/her time and the time of others on what is important and time sensitive, quickly focuses on what is critical and gives appropriate weight and priority to matters that are of lesser importance or trivial, quickly senses what will help or hinder accomplishing a goal, eliminates roadblocks.
- **Service-Oriented:** Is dedicated to meeting the expectations and requirements of Village personnel, residents, and members of the public, gets first-hand information and uses it for improvements in the timely and efficient delivery of services to Village residents, acts with Village residents in mind, establishes and maintains effective relationships with residents and members of the public and gains their trust and respect.
- **Ethical Conduct:** Conducts him/herself in an ethical and legal manner both on and off the job.

Supervisory Responsibilities

May occasionally have supervisory capacity over seasonal summer help or temporary service employees when they are assigned to work with the Service Department.

Required Qualifications

To perform this job successfully, an individual must be able to perform each essential duty, general duty, and core competency satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **EDUCATION, TRAINING and/or EXPERIENCE:** Completion of high school education or equivalent. Experience operating farm type tractors with power take-off equipment is preferred. Experience operating backhoe/loader and rubber-tired articulating loader is desirable.
- **CERTIFICATES, LICENSE, REGISTRATIONS:** Must have valid Class A or B Ohio Commercial Driver's License or ability to obtain one within three months of hire. Must be bondable and insurable by the Village's insurance carriers as to all relevant insurance types, including but not limited to automobile insurance
- **REQUIRED KNOWLEDGE, SKILLS AND ABILITY:**
 - **LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to the public.

- **MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- **REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **TOOLS AND EQUIPMENT USED:** Farm type tractors, backhoe/loader, rubber tired front-end loader, single axle dump and plow trucks, refuse trucks, fork trucks, bucket trucks, pneumatic hammers, various hydraulic powered hand tools, asphalt roller, hot tar kettle, chain saws and other powered and non-powered hand tools.
- **PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform 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 regularly required to use hands to handle, finger, and/or feel and also the ability to talk and hear. The employee frequently is required to stand; walk; sit; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift 75 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

- **ATTENDANCE REQUIREMENTS:** Normal working hours are from 8:00 am to 4:00 pm, with a one-hour lunch. Must be available for snow, ice, tree removal, or other emergencies 24 hours by phone or pager as determined by the Service Department Foreman or Village Administrator. Mandatory overtime is required, as assigned.
- **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 wet and/or humid conditions, moving mechanical parts, outside weather conditions, extreme cold, extreme heat. The employee may occasionally be exposed to fumes or airborne particles and may work with toxic or caustic chemicals; proper protection will be provided and worn as recommended by OSHA guidelines. The noise level in the work environment will vary proper hearing protection will be provided and worn as recommended by OSHA guidelines.

The duties listed herein 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.

Position Type

This is a full-time, hourly position which is not exempt from the overtime requirements of the FLSA.

Modification of Job Description

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature

The signature below signifies that I have reviewed and understand the contents of this job description.

Employee Signature

Employee Printed Name

Date