



City of
Marion
Ohio

Affirmative Action Committee

Marion City Hall
233 West Center Street
Marion, Ohio 43302

Committee Members

Elder Shawn Jackson Milly Stockdale
Pastor Tyrone Kaiser Vickie L. Taylor-Radebaugh
Janell O'Neil Charles W. Wright

July 12, 2017

Posted: July 13, 2017

TO WHOM IT MAY CONCERN:

The City of Marion has an immediate need to hire a person for the following position in the **Sewer Maintenance Division** of the **Water Pollution Control Department**.

Labor II - This is a full-time position, with a pay range of \$16.26 - \$21.69 per hour. Job Description is attached.

Please Note: - A valid Ohio Driver's License, minimum of Class B Commercial Driver's License (CDL) with any endorsements required by law; a Class A CDL preferred. Driver's License must be without restrictions of any privilege to drive at any time and free from any requirement of High Risk Liability Insurance.

- Required to regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.
- Basic construction and trench work experience needed.
- Passing of a Background Check, Physical Examination, Drug and Alcohol Tests are conditions of employment. Must not use any tobacco products.

Application Opening Date/Time: Thursday, July 13, 2017 at 8:00 am
 Application Closing Date/Time: Wednesday, July 26, 2017 at 4:00 pm
 Applications may be obtained from: Human Resources Office, 233 W. Center St., 3rd floor
 - OR - download from www.marionohio.us/employment

It is the policy of the City of Marion not to discriminate in the selection of candidates.

Janell O'Neil, Affirmative Action Secretary
City of Marion

Attachment

cc: Committee Members	Public Works Director Bischoff	Auditor	IT	Probation
Support Data List (AA)	HRAA - O'Connor	Council	Law Director	Senior Center
Mayor Schertzer	HRC - Mayes	Engineering	Municipal Court	Transit
Safety Director Robbins	City Hall - 3 Floors	Fire Dept - 3	Parks	Utility Billing
Service Director Caryer	Airport	Garage	Police Dept	WWTP

WHEN POSTING, PLEASE DISPLAY IN AN AREA ACCESSIBLE TO THE GENERAL PUBLIC.

AN EQUAL OPPORTUNITY EMPLOYER

**CITY OF MARION OHIO
STREETS, SANITATION & WPC
JOB DESCRIPTION**

Job Title: LABOR II
Department: STREETS, SANITATION, WPC
Reports To: SUPERVISOR(S)
FLSA Status: NON-EXEMPT (AFSCME) GRADE 20
Prepared By: H R
Prepared Date: 01-30-08 Updated

SUMMARY: Performs manual labor of more than ordinary difficulty which often involves the use of acquired skills; semi- skilled maintenance or construction; operates equipment per the attached grid.

This is routine work involving the use of skills acquired by experience or on-the-job instruction. This work requires heavy manual labor. The Labor II normally works under direction of a supervisor who issues orders and inspects work frequently. Also receives on-the-job direction by Motor Equipment Operator. Is required to follow all City of Marion Safety Rules.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following and other duties as assigned.

- Performs a variety of semi-skilled building maintenance, carpentry, painting and masonry tasks;
- Assists with Street repairs, such as: asphalt removal and replacement, crack sealing and joint repairs;
- Operates small sewer cleaning machine;
- Acts as helper to mechanics, carpenters, motor equipment operators, and other tradesmen where special skills are not usually required;
- Assists in digging and bracing sewer and water lines and ditches;
- Raises and lowers manholes and performs the rough masonry work involved;
- Builds forms for sidewalks and works as cement finisher;
- Operates dump truck, DT spreader, pick-up truck or light tractor with attachments, skid steer bucket & broom, leaf machine (red);
- Builds, repairs. and cleans catch basins;
- Operates Dempster to haul grease, grit and screenings, etc;
- Operates Tract 9600, front loader on tractors, backhoe-bucket;
- Gathers and carries containers from individual yards or locations along route and dumps refuse from containers onto truck;
- Starts hoisting device that raises refuse bin attached to rear of truck;
- Dumps contents into opening in enclosed truck body;
- Gathers separated recycling materials and dumps them into recycling bins on truck;
- Assists in unloading and cleaning garbage truck at dump site;

SUPERVISORY RESPONSIBILITIES: This job has no supervisory responsibilities but may be assisted by those in Labor I classification.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty 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 and/or Experience: High school diploma or general education degree (GED) required, with vocational school training preferred, and two or more years construction experience; or any combination of education and experience which provides the required knowledge, skills and abilities may be considered.

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 before groups of customers or employees of organization.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations: Valid unrestricted Ohio Driver's License, minimum of Class B Commercial Driver's License (CDL) with any endorsements required by law. Class A CDL preferred.

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 stand; walk; use hands to finger, handle, or feel; reach with hands and arms; talk or hear and taste or smell. The employee is frequently required to climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job are close, distance, color and peripheral vision, depth perception and ability to adjust focus.

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 regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; risk of electrical shock and vibration. The noise level is usually loud.