

**VILLAGE OF ADA**  
An Equal Opportunity Employer  
**CLASSIFICATION SPECIFICATION**

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Class Title: Construction & Maintenance Worker I

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**GENERAL DESCRIPTION:**

Under immediate supervision, performs a variety of semi-skilled, unskilled, and manual labor tasks to maintain village facilities, streets, curbs, gutters, waterlines, catch basins, sewers, etc.; reads meters; operates light equipment and hand and light power tools in performing assigned tasks; may be required to be licensed by the Ohio EPA to perform water distribution and/or wastewater collection duties.

**QUALIFICATIONS:** An example of acceptable qualifications:

Completion of secondary education and two (2) years of construction or maintenance experience; may be required to be licensed by the Ohio EPA to perform water distribution and/or wastewater collection duties.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Must possess a valid Ohio driver's license and maintain insurability under the village's vehicle insurance policy; may be required to obtain a current license in water distribution and/or wastewater collection issued by the Ohio Environmental Protection Agency.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all-inclusive:

Street sweeper, front-end loaders, dump trucks, pickup trucks, tractors, mowers, air compressor, various hand-held power tools, and other similar equipment.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

Employee works in the vicinity of floor or wall openings, elevated platforms, and/or runways; ascends and/or descends ladders, stairs, or scaffolds; works in a confined space (e.g., manhole); works in an area in which the means of egress is or can be obstructed; employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); works on and around powered platforms and/or vehicle mounted platforms; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db (e.g., from mowers, etc.); is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants; is exposed to possible injury due to unclean or unsanitary conditions; is exposed to possible injury as a result of electrical shock; has exposure to possible injury as a result of working with moving mechanical parts of equipment or machines (e.g., from mowers, etc.); is exposed to possible injury from explosions; is exposed to possible injury as a result of falling from high places; works around chemicals in containers or in the form of dust, mists, fumes, or vapors; has contact with potentially violent or emotionally distraught persons; has exposure to potentially vicious animals; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to hazardous driving conditions; may be required to work evenings, nights, second or third shift, or weekends; lifts and carries objects weighing up to 50 pounds; may be required to move objects weighing several hundred pounds.

**ILLUSTRATIVE DUTIES:** For purposes of 42 USC 12101:

1. Performs general construction, maintenance, and repair functions on village equipment and facilities; operates light equipment to perform construction, maintenance, and repair activities (e.g., air compressor, dump truck, mowers, tractors, front-end loaders, etc.); operates motorized street sweeper; performs street patching or construction work and curb and gutter improvements; operates

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leaf vacuum for leaf pickup; erects sign posts and signs; paints street markings; installs non-electric traffic control devices; performs running repairs and adjustments on equipment operated.

2. Constructs, maintains, cleans, and repairs manholes, sewers, and catch basins; lays new sewer lines, pumps out sewers, etc.; operates specialized sewer cleaning equipment to clean or unplug sewer lines, catch basins, etc.
3. Reads meters and records readings.
4. Operates snowplow for snow removal; shovels snow; disperses salt or other snow melting or traction materials.
5. Plants trees; trims and removes trees; operates mower to trim grass; sprays weeds.
6. Maintains personal and professional competence and awareness.
7. Maintains required licensures and certification, if any.
8. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
9. Demonstrates regular and predictable attendance.

**OTHER DUTIES AND RESPONSIBILITIES:**

10. Performs other duties as assigned.

**MINIMUM ACCEPTABLE CHARACTERISTICS:** (\*indicates developed after employment)

**Knowledge of:** workplace safety practices and procedures; vehicles, tools, equipment, and supplies used in construction; \*department goals and objectives; \*department policies and procedures; general construction, maintenance, and repair; local geographical area.

**Skill in:** motor vehicle operation; use or operation of street sweeper; use of bench and/or hand tools.

**Ability to:** apply principles to solve practical, everyday problems; carry out detailed but basic written or oral instructions; perform heavy manual labor for extended periods of time in often adverse conditions; demonstrate manual dexterity; deal with problems involving several variables in familiar context; cooperate with co-workers on group projects; develop and maintain effective working relationships.

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