TO: Laborer/Equipment Operator Applicants

The following information has been compiled from questions most frequently asked by prospective applicants, please see attached General Job Description of Duties. I hope this will provide you with some basic knowledge about the Evendale Service Department position.

Each applicant must meet certain requirements established by the Village of Evendale. You will be subjected to a rigorous application process that will require several days to complete. Only those, successfully able to meet these requirements, will be considered.

The department must make every effort to determine the ability of each applicant to meet the demands of the Laborer/Equipment Operator and other related work before this investment is made.

All applicants must meet the following criteria prior to being considered:

1) Must be at least 21 years of age at time of appointment
2) Must possess a valid Ohio Class B CDL with air brake endorsement driver’s license
3) Must have a minimum high school diploma or GED equivalent
4) Must submit a resume with the application

If you meet these basic requirements, you may apply. To prevent unnecessary delays, be sure to answer all questions on the application. It is especially important that you furnish the department with complete, correct names and addresses where requested on the application. An incomplete application will be subject to rejection.

Applications must be submitted to the Village of Evendale Administration Building no later than Friday, October 4, 2019, at 3:00 p.m.
Service Department  
Laborer/Equipment Operator

A General Statement of Duties

Laborer/Equipment Operator will be responsible for manual tasks and equipment operation required for proper maintenance and repair of public streets, storm sewers, buildings and grounds. This position is under the supervision and direction of the Service Director.

Laborer/Equipment Operator should be available to work nights, weekends and expect to be available for emergency call in duty. Laborer/Equipment Operator must have a minimum Ohio “Class B” CDL with air brake endorsement license.

Laborer/Equipment Operator will be expected to operate a backhoe, front end loader, bucket truck, perform grass cutting, trimming, perform other building maintenance duties as directed by the Mayor and/or Service Director as need dictates.

Essential Knowledge and Skill Requirements

1. Knowledge and ability to use the equipment, tools, materials or supplies required for essential job duties outlined in the general statement of duties which may include: push mower, riding lawn mower, farm type tractor and miscellaneous power tools;
2. Ability to operate dump truck, salt spreader, snow plow, backhoe, rubber tire loader and skid loader;
3. Ability to operate a brush/limb chipping machine;
4. Ability to perform physical duties including large item pickups for removal;
5. Construct and maintain street signs, guardrails, fences, etc.;
6. Ability to perform equipment maintenance, including: vehicle repairs, small motor repairs, change oil, grease, lubricate and other miscellaneous maintenance;
7. Building maintenance, including: window washing, sweep, mop floors, bathroom cleaning, office cleaning and other miscellaneous tasks;
8. Knowledge and ability to perform concrete/asphalt work, including: street repairs, sidewalk, street curbs, storm water catch basins and other miscellaneous tasks;
9. Ability to work cooperatively with Village officials, employees and the public;
10. Ability to follow established safety practices and procedures.

This job description is intended to identify duties that may be assigned to the position. This job description should not be interpreted as all-inclusive of the duties and responsibilities performed by the position. The Mayor and Service Director may assign other duties as need dictates.
Applicants may be requested to any/all of the following during the evaluation process:

1)  Interview  
2)  Background Check  
3)  Physical test  
4)  Driving Test (i.e. dump truck with snow plow attachment)  
5)  Backhoe Operation test  
6)  Loader/Skid loader Operation test  
7)  Final interview with Village Council Hiring Committee

After a conditional offer of employment is made, the applicant must successfully pass the following:

1)  Physical Exam  
2)  Drug screen test

Please note the following:

1)  Applicant appointed to position of Laborer/Equipment Operator may be required to be present for emergency duty on Saturdays, Sundays and holidays. Applicant may also be required to report to work any hour of the day or night as needed.
2)  Applicant appointed to this position will be required to be accessible after normal working hours by cell or land line in the event of emergency or special duties.
3)  Applicant should be able to perform demanding physical labor outdoors for extended periods of time in all types of weather conditions.
4)  Applicant should have ability to work long, extended hours without interruption during snow removal season. (Generally, the months of December, January and February.)
5)  Applicant should demonstrate practical knowledge and be proficient in the safe care and handling of all Service Department equipment.

THE VILLAGE OF EVENDALE IS AN EQUAL OPPORTUNITY EMPLOYER

Any questions, please call the Service Department office at 513-563-4338 or Administration Department at 513-563-2244.

James R. Jeffers, Village of Evendale Engineer/Service Director
Village of Evendale