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**CITY OF NORTH CANTON**  
**Michael J. Grimes**  
Director of Administration

**SUBJECT: Job Position Opening – General Laborer Entry Level**

A full-time opening exists in the City of North Canton Service Center. Position includes healthcare, vacation, and paid holidays.

**General Laborer Entry Level**

**\$12.81 per hour**

Note after 6 months of satisfactory performance the rate is \$14.47

Experience with Sewer Jet Vac Operation is a desirable skill, so please note any experience in this area with the job request. Please include any copies of training or certifications with your application. The general job description is attached to this notice. Interested persons should submit a city application that can be found on the city's web site under the City Hall / Employment / Non-Civil Service tab (<http://northcantonohio.gov/city-hall/non-civil-service-jobs/>) or obtained Monday through Friday between 8:00 AM and 4:00 PM from the Office of:

The Director of Administration  
North Canton City Hall  
145 North Main Street  
North Canton, Ohio 44720

Applications will be taken until the position is filled. The final decision on hiring rests with the Director of Administration.

Michael J. Grimes  
Director of Administration

October 3, 2014

## JOB DESCRIPTION

Position Title: General Laborer Entry Level (0-6 months)

Potential Departments: Drinking Water Plant, Water Distribution, Sanitary Sewer, Street, Parks, and Recreation

Potential Supervisors: Chief Operator of Drinking Water Plant, Superintendent of Utilities and Services, and Operations Managers

### Definition/Purpose:

The purpose of this position is to serve the public by performing the routine work necessary to ensure the effective operation of the City of North Canton's Drinking Water Plant, as well as North Canton's Water Distribution, Sanitary Sewer, Street, Parks, and Recreation Departments.

### Required Characteristic Work (a representative but not exhaustive list):

1. Promote and maintain a safe work environment and follow safe work habits to ensure the safety of the city employee, his/her co-workers, and the public.
2. Attentively observe more senior city employees, readily assisting them when instructed to do so, as they:
  - a. Install, inspect, maintain, repair, and/or replace water meters, water valves, water lines, sewer lines, fire hydrants, catch basins, lampholes, and manholes.
  - b. Flush water lines, sewer lines, and fire hydrants.
  - c. Perform water service turn-ons and shut-offs.
  - d. Locate, record, and map valves, curb boxes, manholes, catch basins, and other appurtenances for infrastructure GIS mapping.
  - e. Move and stock supplies and equipment by hand and through the use of machinery.
  - f. Operate and properly maintain city equipment, such as manual and power hand tools, power maintenance equipment, four-wheel drive pick-up trucks, and CDL class vehicles.
  - g. Perform general maintenance of city grounds, buildings, facilities, and vehicles, including janitorial and landscaping work.
  - h. Perform snow removal operations, as well as general street cleaning.
  - i. Perform any other tasks that the less senior city employee has not yet mastered.
3. Observe the general condition of the city and report problems and issues to a supervisor.
4. Perform other related work as instructed.

### Required Employee Attributes and Qualifications:

1. A strong desire to serve the residents of the City of North Canton.
2. An ability to interact with co-workers and the public in a polite and tactful manner.
3. An ability to understand and follow oral and written directions.
4. Respect for city property and the property of others.

## JOB DESCRIPTION (Continued)

Position Title: General Laborer Entry Level (0-6 months)

### Required Employee Attributes and Qualifications (Continued):

5. An ability to perform assigned tasks in a punctual and satisfactory manner.
6. An ability to arrive to work on time and on a regular basis, work irregular hours and overtime hours, and work outside under adverse weather conditions.
7. An ability to perform physical labor, including the ability to carry heavy loads, climb up and down ladders, and climb into and out of holes.
8. A willingness to perform to the best of one's abilities and to learn new skills.
9. Strong organizational skills.
10. Mechanical and electrical aptitudes.\*
11. Experience with hand tools.\*
12. Experience with small engines.\*
13. Knowledge of work zone safety principles and techniques.\*
14. High school diploma or equivalent.
15. Valid Ohio driver's license.

*Asterisk indicates developed after employment, but before promotion.*

### Reporting Relationships:

This position has no supervisory responsibility.