

**BOARDMAN TOWNSHIP**  
An Equal Opportunity Employer  
**POSITION DESCRIPTION**

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<b>Position Title:</b>	Zoning Crew Leader	<b>Name of Incumbent:</b>	
<b>Office/Division:</b>	Zoning Department	<b>Employment Status:</b>	Seasonal
<b>Reports To:</b>	Zoning Inspector	<b>FLSA Status:</b>	Non-Exempt

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**QUALIFICATIONS (An Example of Acceptable Qualifications):**

Completion of secondary education (high school or GED), plus previous experience operating light motorized equipment (e.g., tractors, mowers, etc.), or an equivalent combination of training, education, and/or experience.

**LICENSURE OR CERTIFICATION REQUIREMENTS**

Must possess a valid State of Ohio driver's license and remain insurable in accordance with the Township's vehicle insurance policy.

**MINIMUM ACCEPTABLE CHARACTERISTICS (\*Indicates Developed After Employment)**

**Knowledge of:** Township policies and procedures;\* department policies and procedures;\* safety practices and procedures; basic custodial methods and techniques; basic grounds maintenance and repair; basic supervisory principles.

**Skill in:** motor vehicle operation; use or operation of light motorized equipment; use or operation of hand and power tools.

**Ability to:** carry out simple instructions; complete routine forms; respond to routine inquiries from the public and/or officials; communicate effectively; cooperate with co-workers on group projects; develop and maintain effective working relationships; perform heavy manual labor for extended periods of time in often adverse conditions; travel to and gain access to work sites.

**ESSENTIAL FUNCTIONS OF THE POSITION (For purposes of 42 USC 12101)**

1. Provides on-site supervision of seasonal grass and clean-up laborers (e.g., delegates tasks to seasonal grass crew and monitors work assignments to ensure completion and adherence with safety regulations; determines work to be accomplished on-site with approval of Zoning Inspector; documents completion of tasks; reports any potential disciplinary issues to Zoning Inspector, etc.).
2. Performs a variety of unskilled/semi-skilled tasks of a seasonal nature related to the clean-up and beatification of nuisance properties within Township (e.g., mows grass, trims trees, shovels/rakes dirt, picks up litter, assists with application of herbicides, removes old/dead plant materials and plants new, paints structures, removes debris, etc.).
3. Operates a variety of light to medium motorized equipment (riding, push, and stand-up mowers,

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tractors, light truck with trailer); inspects equipment to ensure safe operation.

4. Demonstrates regular and predictable attendance.
5. Maintains required licensure and certification.
6. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Performs other related duties as assigned.

**EQUIPMENT OPERATED** (The Following Are Examples Only and Are Not Intended To Be All Inclusive)

Motor vehicles; light motorized equipment (e.g., tractors, mowers, chain saw, weed eater, etc.); hand and power tools.

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

The employee: works with and around motorized equipment, hand and power tools; occasionally works from elevated platforms; works with and around chemicals and liquid fuels; works under adverse weather conditions; is exposed to dust, dirt, fumes, and noise; lifts and moves heavy objects.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered heavy work

**SUPERVISION RECEIVED:** Works under the supervision of the Zoning Inspector

**POSITIONS SUPERVISED:** Seasonal Zoning Laborer

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (*employee*) signature below signifies that I have reviewed and understand the contents of my position description.

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**(Approval of Appointing Authority)**

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**(Date)**

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**(Employee Signature)**

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**(Date)**