

NOTICE TO ALL EMPLOYEES

POSITION OPENING

POSITION: Disaster Grant Labor Technician
Short Term Temporary Position

REPORTS TO: Business Development Specialist

INTERVIEW: By Appointment

DEADLINE: **Until Filled**

JOB DESCRIPTION: Available on Bulletin Board

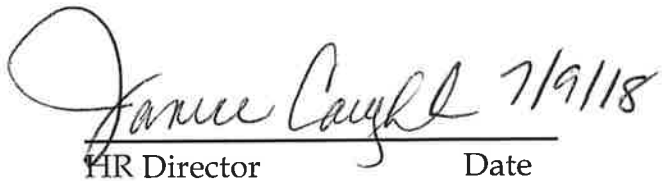
SALARY: Level 7

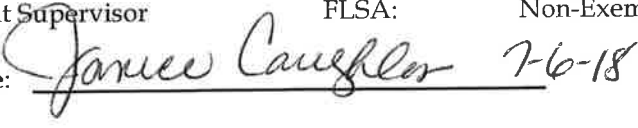
QUALIFICATIONS: See Job Description

HOURS: 40 hours weekly

CLASS: Non-Exempt

Note: This position will be posted
In- house, social media, Ohio Means Jobs
and agency website.

 James Coughlin 7/19/18
HR Director Date

Job Title:	Disaster Grant Labor Technician	Department:	Workforce & Business Development
Job Level:	7	Hours:	8 to 5 Monday through Friday Or as scheduled
Supervisor:	Disaster Grant Supervisor	Short Term Temporary Position	FLSA:
Executive Director's Signature:			
Employee Signature:	_____		
			July 5, 2018

Position Overview:

Workforce & Business Development Division of organization. Responsible for performing work to remove debris from roadsides, creeks, culverts, bridge abutments and other special projects developed as a result of the 2018 Flooding

Qualifications:

- High School Diploma or G.E.D.

Requirements:

- Determined eligible for the Workforce Innovation and Opportunity Act (WIOA) Disaster Dislocated Worker's Program Grant.
- Must be able to lift at least 50 pounds
- Be physically able to perform manual labor and work in all types of weather.
- Individual must be reliable and accurate.
- Complete safety training.
- Willing to work flexible hours.
- Must be self-motivated.
- Must be well organized.
- Ability to do multiple tasks at one given time.
- Ability to communicate with the general public in a friendly, courteous and pleasant manner.
- Work well with minimal supervision.
- Remain calm in times of crisis.

Essential Job Functions:

- Responsible for performing work to remove debris from roadsides, creeks, culverts, bridge abutments and other special projects developed as a result of the 2018 Flooding in Pike County.
- Responsible for assisting the Pike County Townships, to perform work on roads, culverts, or other infrastructures that were damaged by the Flooding.
- Responsible for loading and unloading materials that are removed from the creeks, roadsides and from repair of public projects for transportation to a disposal site.
- Responsible for operating a chainsaw, shovel, rake and other various hand tools to complete a job assignment.
- Attend meetings and training sessions related to the duties of this position.
- Adhere to all agency safety policies and procedures
- Perform any and all other tasks as directed by Supervisor.

Non-Essential Job Functions:

- Committee assignments (Holiday, Safety, etc.)

Other Skills/Abilities/Documentation

- Be a self-motivator.
- Knowledge of Community Action Programs
- Proof of automobile insurance
- Insurable under agency policy
- Reliable transportation

This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.