

POSITION TITLE: Laborer

DEPARTMENT: Public Works

**General Purpose**

performs a variety of unskilled or semi-skilled maintenance work, and operates a variety of equipment in the operation, maintenance, cleaning and replacement of City streets, storm drainage facilities, parks, public buildings, and other facilities and equipment.

**Supervision received**

Works under the immediate supervisor of the Public Works Director.

**Essential Duties and Responsibilities**

Performs required labor involved in maintenance projects, independently or as part of a crew. Drives cars, vans, or small trucks in the delivery of parts, and the maintenance of vehicles and public building, in addition: sanitation truck and trucks with snow plow....

Performs routine inspections and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; clean equipment.

Performs all duties in conformance to appropriate safety and security standards.

Cleans public buildings.

**Peripheral Duties**

Performs such duties as necessary to prepare for or respond to a disaster.

Serves on various employee committees.

Cross-train to perform a variety of jobs as necessary.

**Desired Minimum Qualifications**

Necessary Knowledge, Skills and Abilities:

- a. Some knowledge of equipment, facilities, materials, methods and procedures used in maintenance, cleaning and repair activities.
- b. Skill in operation of some of the listed tools and equipments.
- c. Ability to perform manual tasks, to work safely, to communicate effectively verbally and in writing, to establish and maintain effective working relationships with employees, other departments, and the public, and to understand and carry out written and oral instructions.

**Special Requirements**

Valid State driver's license, Class E, or the ability to obtain one at time of employment.

Valid State CDL Class A or B to drive any vehicles over 26,001 lbs.

**Tools and Equipment Used**

Motorized vehicles and equipment, including pickup truck, utility truck, saws, pumps, generators, common hand and power tools, shovels, wrenches, mobile radio, phone.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand, talk, or hear, use hand to finger, handle, feel or operate objects, tool, or controls, reach with hands and arms, and stop, kneel, crouch or crawl. The employee is occasionally required to walk, climb or balance.

The employee must occasionally lift and/or move up to 50 pounds and occasionally up to 100 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment**

The Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. the employee frequently works near moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, vibration, and risk of electrical shock.

The noise level in the work environment is occasionally loud.

**Selection Guidelines**

Formal application, rating of education and experience, oral interview and reference check, and job related test may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Name

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Date