

POSITION DESCRIPTION

Class Title:	Laborer I	Job Code Number:
Department:	Public Works	Grade Number:
Division:	Public Works	
Date:	10/2013	Location:

GENERAL PURPOSE

Performs a variety of manual labor tasks in the area of streets, parks, sanitation and the removal of yard waste

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the Operations Superintendent

SUPERVISORY EXERCISED

There are no supervisory or management responsibilities in this position.

ESSENTIAL FUNCTIONS

Essential functions are fundamental job duties. They do not include marginal tasks, which are also performed but are not incidental to the primary functions. 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, nor does every position allocated to the job necessarily perform every duty listed.

- Performs a variety of general labor duties such as painting, mowing, weed spraying, brush and weed trimming, leaf pick-up and general parks and street maintenance.
- Change light bulbs and fluorescent tubes; sweep floors; vacuum carpets; mop, shampoo and steam clean carpets; buff non-carpeted areas; dump garbage and reline cans with liners;
- repair playground equipment, clean and sanitize restrooms and replenish supplies; sweep; empty ash cans; clean spills;
- Clean drinking fountains, mirrors, tables, walls, fixtures, blinds, light fixtures, etc.;
- Dust furniture; wash windows, walls, metal and woodwork;
- Clean rain gutters; sweep roofs.
- Remove debris from street rights-of-way, catch basins, drainage ways and other City property.
- Load and unload dirt, gravel, trash, refuse and other debris.
- Work as a part of a construction crew in road repair, gravel spreading or ditch digging.
- Operate mowing machines and other small machinery.
- Assist skilled laborers in the performance of their duties.
- Clean equipment and tools.
- Flag traffic for special events; i.e., drainage crew, leaf pickup machine, mowing tractor.
- Perform backup duties for related positions as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of materials and equipment used in general maintenance and construction work.
- Ability to lift up to 70 pounds, walk and stand for long periods of time, and to perform strenuous physical labor under adverse field conditions.
- Ability to safely operate equipment and power tools; i.e., lawn mower, weed eater, chainsaw, pressure washer, hedge trimmer and leaf blower.
- Knowledge of general maintenance.
- Ability to work independently and to complete daily activities according to work schedule.

EQUIPMENT

Major Equipment and computer systems used to handle or perform this job:

- Pickup truck.
- Lawn and landscaping equipment; i.e., tractors, mowers, edger's, weed trimmers, pressure washer, hedge trimmer, electric motors, pumps, sprinklers, irrigation systems.
- Miscellaneous hand and power tools for maintenance, carpentry, painting, plumbing, electrical and cement finishing work.
- Janitorial equipment including floor buffers, steam cleaner, carpet cleaners, washers, vacuums, mops, brooms and dusting equipment.
- Chainsaw

DESIRED MINIMUM QUALIFICATIONS

- Valid state driver's license.
- Any combination of education and experience which demonstrates the knowledge and experience to perform the work.

Educational Requirements

- High school education or GED with the ability to read, write and speak a minimum amount of English to perform the job.

Experience Required

- As a minimum, less than one (1) year of total related experience prior to starting this job.

Problem Solving Requirements

- Employee must be able to solve problems in situations where most problems have occurred before and where their solutions are familiar.

Writing Skills Required

- Basic writing skill required.

Speaking/Presentation Skills Required

- Employee must be able to answer questions with a brief response or provide standard information to customers/citizens, visitors, callers, supervisors, or other employees.

Job-Related Communication

Job-related communication is required on the following basis:

Within the Department.....	Daily
With employees in other Departments	Daily
With the public	Daily

Planning and Scheduling

- None – All activities are established by others

Difficulty of Work

- Work involves a variety of routine tasks performed in accordance with established and prescribed procedures.

Assignment of Work

- Supervisor provides detailed instruction before task or duty begins.
- Moderate supervision with frequent checks.

Effects of Work Errors

- Errors are readily detected in normal course of work by standard check resulting in little or no difficulty in loss of time to correct

WORKING CONDITIONS

The following describes the kind of physical effort that is required for the job:

- Standing 50%
- Walking & Sitting 50%.
- Lifting 40 – 60 pounds required for some of the following tasks:
 - Lifting frequency some
 - Bending..... some
 - Pushing and/or pulling loads some
 - Reaching over head some
 - Kneeling..... some
 - Crawling..... some
 - Climbing ladders..... some

Mental/Visual Effort

This factor measures the kinds of mental stress and visual effort that is required to perform this job.

- Attention to detail some
- Typing/CRT..... none
- Monitoring equipment none
- Detailed inspection none
- Transcription/proofreading..... none

Adverse Conditions

- Exposure to temperature extremes frequent
- Noise..... frequent
- Dangerous equipment some
- Chemicals..... some
- Physical effort/risk some

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests 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.

Approval: _____
Supervisor

Approval: _____
Appointing Authority

Effective Date _____