

CITY OF FT. MITCHELL
JOB DESCRIPTION
CLASS TITLE: PUBLIC WORKS LABORER

DEPARTMENT: PUBLIC WORKS
REPORTS TO: PUBLIC WORKS SUPERVISOR
PREPARED BY: N.K.A.D.D.
APPROVED BY: MAYOR WIEST

CHARACTERISTICS OF THE CLASS: This is semi-skilled work involved with performing manual duties in the maintenance, repair, and minor construction of streets, public buildings, public lands, and city vehicles. Individuals in this class perform a variety of duties ranging from simple manual labor to tasks involving the operation of motorized equipment and power tools. Work is typically performed standing or walking with exposure to machinery and moving parts. Lifting below and above 100 pounds is often required. Work also requires occasionally being in high places with dangerous machines and sharp tools. Exposure to fumes, chemicals, or toxic substances is also applicable. Work is usually performed outdoors, under the close to very close supervision of the Public Works Supervisor.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES: Perform manual labor duties, for extended periods of time, often under adverse weather conditions; Lift objects in excess of 100 pounds several times a day, or as the job requires; Must be able to safely operate hand tools, small and heavy power tools, and drive trucks, operate backhoe, street sweeper, concrete saw, air compressor, portable generator, mowing equipment and other equipment to perform labor tasks; Follow oral and written instructions in order to accomplish simple work tasks; Communicate accurately and effectively with other city employees and officers, government agencies, and the general public; Prepares required reports; Maintains and replaces sections of concrete and asphalt streets and sidewalks; Performs snow removal and road treatment operations; Picks up leaves and trash along City rights of way; Maintains street signs; Performs maintenance on vehicles and equipment and must be able to detect malfunctions in equipment and either make minor repairs or make requests for repair; Cuts grass; Maintains city buildings on a daily basis; Perform other duties as assigned; Appear for work and complete assigned tasks within a reasonable period of time; Work in a safe manner observing all safety rules and pose no direct threat or injury to another; May be assigned to lead a crew in above tasks; May be called in at any time for unscheduled or emergency work activities.

ADDITIONAL JOB DUTIES: Digs and back fills trenches; Patches asphalt "potholes;" Digs out holes with manual or automatic digging tools; Assists in

painting crosswalks and other traffic markings; Installation of traffic signs; Operates heavy equipment as required by job duties; Maintains public vehicles; Maintains light and heavy power tools; Assist in litter collection; Cleans public works building; Performs various landscaping duties for the City; Cares for shrubbery; Prunes trees; Cleans stones, etc., hindering water flow into storm sewers; Assist in the planning and placement of crosswalks and other traffic controls; Safely operate and maintain all city-owned heavy implements (bulldozer, dump truck, etc) and power tools (jackhammer, drill, etc); Maintenance of all public vehicles; Operation of other heavy construction equipment; Plan for and recommends the purchase of necessary supplies; Oversee the proper storage, inventory, and security of supplies, tools, and equipment utilized by the department.

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. Work is performed primarily in a field setting, with some in an office setting. Frequent outdoor work is required. While performing the duties of this job, the employee is required to talk or hear, use hands to finger, handle, or feel, and climb or balance. Occasionally, the employee is required to stand; walk; and stoop, kneel, crouch, or crawl. The employee is sometimes required to sit or reach with hands and arms. The employee must frequently lift and/or move weights up to 25 pounds; and occasionally the employee is required to lift weights in excess of 100 pounds. Close vision must be correctable to be clear at 20 inches or less; Distance vision must be correctable to be clear at 20 feet or more; Must have adequate peripheral vision, depth perception, and ability to adjust focus. The noise level in the work environment usually ranges from moderate to very loud.

KNOWLEDGE, SKILLS, AND ABILITIES DESIRED: Ability to perform manual labor duties, for extended periods of time, often under adverse weather conditions; Ability to lift objects in excess of 100 pounds several times a day, or as the job requires; Ability to work in high places with dangerous machinery and sharp tools; Must be able to safely operate hand tools, small and heavy power tools, and motorized equipment to perform labor tasks; Ability to follow instructions in order to accomplish work tasks; Familiarity with the principles concerning construction, maintenance, and repair of buildings roads, landscapes, and infrastructures; Familiarity with occupational hazards and proper safety precautions; Communicates accurately and effectively with other city employees and officers, government agencies, and the general public; Ability to write and speak effectively, including the accurate preparation of reports; Some knowledge of applicable federal, state, and local laws and ordinances; Knowledge of the principles concerning construction, maintenance, and repair of buildings, roads,

landscapes, and infrastructures; Knowledge of occupational hazards and proper safety precautions; Demonstrated skill in the safe operation and maintenance of heavy machine implements and power tools such as: back hoe, dump truck, bulldozer, jack hammer, drill, chain saw, etc; Experience in paving, concrete finishing techniques, and/or other similar tasks in a similar position.

DESIRABLE TRAINING AND EXPERIENCE: Graduation from high school or the equivalency, supplemented by responsible experience in the performance of various manual labor, repair, and maintenance activities; or any combination of experience and training which provides the desired knowledge, skills, abilities. At least one to two years experience in construction, plumbing, electric, and/or maintenance preferred. Ability to use basic computer software programs preferred.

NECESSARY SPECIAL REQUIREMENTS: Possession of, or the ability to obtain, within six months of hire, a valid vehicle operators license and a commercial drivers license (CDL) with an air brake endorsement; Possession of, or the ability to obtain any license(s) deemed appropriate or necessary for the successful completion of job tasks; On call 24 hours a day.

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as exhaustive statement of duties, requirements, or responsibilities.

Effective: 9/16/2011