

LABORER

Statement of Duties

Performs manual work of an unskilled nature on construction, maintenance or work repair projects; all other related work as required.

Works to anticipate, meet and exceed customer service expectations in a positive and professional manner.

Supervision

Employees in this classification perform duties under the general supervision of the Division Lead. Most work is standardized, in instances where it is not, employee looks to supervisor for guidance. Supervisor usually evaluates work while in progress or upon completion. Safety precautions must be observed at all times.

Job Environment

Work is generally performed indoors and outdoors, with frequent exposure to hazards associated with heavy equipment construction sites; some work is performed indoors pertaining to the repair and maintenance of vehicles and DPW equipment. May be required to work overtime, nights and weekends.

Operates an automobile and a light truck.

Errors could result in delays or loss of service, personal injury, monetary loss, injuries to other employees, damages to building and/or equipment and legal, liability issues for the city.

The employee has contact with the public. Daily contact with supervisor for the purpose of receiving orders and exchanging information and views about departmental matters. Other contacts are with other city staff or affiliated state agency necessary to assist in accomplishing work responsibilities. Contact is by telephone, in person, electronic mail, or by radio dispatch.

Essential Functions

The essential functions or duties listed below 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.

Performs a variety of routine and repetitive tasks, with work checked during progress and upon completion for satisfactory performance.

Performs building and grounds maintenance using a variety of power and hand tools and equipment such as wrenches, drain augurs, shovels, rakes, power mowers and snow blowers.

Assists in moving heavy objects such as: furniture and equipment for meetings, workshops and a variety of other purposes.

Assist operators or other staff with equipment repairs and cleaning.

Facility housekeeping.

Cleaning septage tanks and bar screens.

Screenings and grit removal to landfill.

Assist with winter operations.

May be required to pick up and deliver supplies and materials.

Establishes and maintains effective working relationships with employees and the public.

Performs similar or related work, as required, or as situation dictates

Attendance is an essential function of this position

Recommended Minimum Qualifications

Education and Experience

High School degree or equivalent.

Special Requirements

Possession of a valid Motor Vehicle Operator's License.

Knowledge, Ability and Skill

Knowledge: Knowledge in the use power and hand tools and in the operation of motorized equipment.

Ability: Ability to establish and maintain effective working relationships with others and good mechanical ability. Ability to understand and follow oral and written instructions.

Skill: Skill in use of power and hand tools.

Physical Requirements

Moderate to heavy physical effort required in performing work. Occasionally required to move (push, pull, lift or carry) objects weighing up to 50 pounds. Ability to lift heavy objects and to occasionally perform some strenuous work under varying weather conditions. Ability to walk, stand, stoop and crouch for long periods of time. Ability to talk, listen and hear. The position has normal vision requirements including the ability to adjust focus at close and distant vision.

This 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.