

## POSITION DESCRIPTION

<b>Job Class. Title:</b> Laborer (Job Class Code: 3041)	<b>Effective Date:</b> March 4, 2015
<b>Division:</b> Public Works; Public Utilities	<b>Pay Grade:</b> 5
<b>Department:</b> Public Operations	<b>FLSA:</b> Non-Exempt

### GENERAL PURPOSE

Manual labor position of unskilled and semi-skilled training or experience working with tools, equipment, and a variety of materials.

### SUPERVISION RECEIVED

Direct supervision by lead crew member, general supervision by Sr. Crew Chief, Assistant Superintendent or Superintendent

### SUPERVISION EXERCISED

None

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Services and washes vehicles and equipment.
2. Loads, unloads, and moves materials and equipment.
3. Operates such hand-held equipment as an earth compactor and jack hammer.
4. Maintains and assists with the landscaping of the City's grounds, right of ways and easements.
5. Operates small engine and minor automotive and mechanical equipment such as power mowers, weed eaters, and chainsaws/power saws.
6. Drives City vehicles only with a valid class E drivers license.
7. Laborers in Public Utilities perform minor repairs and general maintenance on structures or water systems.
8. Performs rough carpentry work such as building fences, scaffolds, concrete forms, shipping crates, etc.
9. Assist with pouring of cement flagging traffic, trenching, etc.

### Other Responsibilities:

Performs other work-related duties as assigned.

### DESIRED MINIMUM QUALIFICATIONS

#### Education and Experience;

1. Valid drivers license.
2. Requires minimal reading skills.
3. Must be able to lift and carry a fifty pound weight a distance of twenty-five yards(Public Utilities.)

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4. Must be able to lift and carry a ninety pound weight (bag of Portland Cement) a distance of twenty-five yards (Public Works.)

**Necessary Knowledge, Skills and Abilities:**

1. Ability to operate simple shop equipment.
2. Ability to understand and follow oral or written instructions; Ability to communicate effectively verbally and in writing; Ability to observe proper safety precautions; Ability to establish effective working relationships with other employees, supervisors, and the public; Ability to perform heavy manual tasks under varying conditions; Ability to work from construction specifications; Ability to perform as a Department of Labor and Industries competent person on excavation sites.
3. Skilled in operation of listed tools and equipment.

**SPECIAL REQUIREMENTS**

Must be able to take a computerized learning aptitude, mechanical aptitude and candidate profile summary.

**TOOLS AND EQUIPMENT USED**

Pickup truck, utility truck, tamper, plate compactor, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, 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 regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is frequently required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; smell.

The employee must frequently lift and/or move up to 90 pounds in public works and up to 50 pounds in public utilities and carry for a distance of 25 yards. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee will be subject to loud noise levels. The employee will frequently be exposed to fumes and airborne particles. The employee will occasionally deal with toxic and/or caustic chemicals. The employee will deal with electricity and possible exposure to shock.

**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.

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

The noise level in the work environment is usually loud.

### 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:  Approval:   
Civil Service Director \_\_\_\_\_ Department Director \_\_\_\_\_