

POSITION DESCRIPTION

Class Title Public Works Laborer
Department: Water
Date: April 4, 2017
Union: 12 month probation, then Laborers' International Union Local #860
Exempt or Non-Exempt: Non-Exempt

GENERAL PURPOSE

Performs a variety of semi-skilled, skilled, technical and maintenance work in the construction, repair, maintenance and replacement of streets, water and sewer systems, vehicle maintenance, building and grounds maintenance and other activities.

SUPERVISION RECEIVED

Works under the general supervision of the superintendent of the department to which he/she is temporarily assigned.

SUPERVISION EXERCISED

None generally.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Work as part of a crew to construct, repair, or maintain sanitary or storm sewers or water distribution mains or service lines, to maintain street surfaces, to maintain physical structures and grounds owned by the City.

Read and interpret construction drawings and specifications.

Set up and operate traffic area construction zones, including cones, barricades or flagging, usually under guidance.

Performs custodial jobs, as required, including but not limited to lawn care, painting, and snow removal.

Locate underground utilities by use of blueprints, GPS units, or pipe locating equipment.

Inspect installation or repair of water distribution or sanitary or storm sewer collection systems to ensure compliance with City, state, or national standards.

Required to work hours other than regular schedule such as days, nights, weekends, holidays, or on-call. Ability to respond to emergency call-outs within 30 minutes of notice.

Performs related duties as assigned

PERIPHERAL DUTIES

Serves on various employee or other committees as assigned.

Maintain accurate logs or records or provide clear written reports of work performed or observed.

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Have a high school diploma or the equivalent;

(a) Documentation of successfully passing the general education development test or a statement of high school equivalence shall be accepted in lieu of a high school diploma.

(b) Completion of a vocational training program in the field of application may be accepted in lieu of a high school diploma.

(c) Any equivalent combination of education and experience.

Must be legally permitted to work in the U.S.: able to read and write the English language.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Acquire a working knowledge of equipment, facilities, materials, methods and procedures used in the construction, maintenance, repair of storm and sanitary sewer collection systems and water distribution systems.

Acquire a working knowledge of various streets, collection systems, including cleanouts, catch basins, and manholes as well as distribution mains, valves, curb stops and service lines within the city or sewer service area, using maps, GIS, blueprints.

Ability to understand and follow written and oral instructions.

Ability to understand and apply city, state, and federal regulations and safety rules necessary to perform the job. Includes the ability to work safely on streets and in confined spaces.

Ability to establish and maintain effective working relationships with employees, other departments and the public.

Ability to perform basic math skills related to calculation of area, volume, flow or pump rates, volume to weight or weight to volume, and determining grades.

Ability to use basic computer software related to work.

Ability to clean, organize, and maintain facilities, tools, and equipment.

SPECIAL REQUIREMENTS

Must obtain and maintain a valid State of Ohio Commercial Driver's license, Class B with tank endorsement, or the ability to obtain within one year of employment.

It is strongly urged that the employee acquire Water Distribution license(s) and Wastewater Collection license(s) available through Ohio Environmental Protection Agency.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including loaders, skid steer, loader/backhoe, small track hoe, dump truck, utility truck, pickup truck, man lift, sewer cleaning equipment, valve maintenance trailer, pavement roller, brush cutters, mowers, chippers, tar kettle, compressors, grinders, generators, centrifugal and positive displacement pumps.

Common hand and power tools, shovels, hand operated valve tapping machine, centrifugal pumps, valve keys, and wrenches.

Transit or laser levels, CCTV equipment, metal detectors, GPS equipment.

Computers, calculator, 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. The employee is occasionally required to walk; talk or hear; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

With or without accommodation, the employee frequently lifts or moves up to 50 pounds and occasionally up to 100 pounds. With mechanical or personal assistance, moves objects in excess of 230 pounds. Specific vision abilities required by this job include close vision, distance vision, color 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 frequently works in outside weather conditions and is frequently exposed to wet and/or humid, hot and/or cold conditions. The employee frequently works in public easements and roadways. The employee occasionally works near moving mechanical equipment. The employee is occasionally required to work in earthen trenches performing manual labor duties. The noise level in the work environment ranges from moderately quiet to extremely loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview; pre-employment screening. 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.

Employee: _____ Date: _____

(Indicates the employee was given a copy of the job description)

Supervisor: _____ Date: _____