



General Laborer

Department: Department of Public Works
Classification: Full-Time / Non-Exempt
Reports to: Deputy Director of Public Works, DPW Foreman
Date: December 2016

Position Description

Objective

Responsible for the operation of a variety of construction and maintenance equipment and for performing manual labor activities as needed and/or required by the Public Works Department. Included is road maintenance, park maintenance, signage, sewer repairs and other related areas.

Essential Job Functions

An employee in this position is required to perform the following essential functions with or without reasonable accommodation.

1. Operates pickup truck with or without trailer used in the transportation of tools. Operates lawn mowers, chain saws and other various hand tools.
2. Services and performs minor repairs on automotive equipment including operating and utilizing truck equipment tools, equipment and supplies.
3. Assists in loading materials and equipment to be transported.
4. Erects barricades, installs guard rails and guards posts; performs road patching and other road maintenance work including blacktopping streets and roads.
5. Assists in maintaining and cleaning storm sewers; cleans and/or reconstructs ditches; and cleans catch basins utilizing sewer truck.
6. In lieu of operating heavy equipment, operates light equipment as necessary. (Example: bob cat, tool cat with plows and mower.)
7. Perform other related duties as required.

Minimum Qualifications and Required Knowledge, Skills and Abilities

1. High school diploma or equivalent required.
2. Requires a valid State of Michigan driver's license with chauffeur endorsement, to meet travel requirements throughout the city, satisfactory driving record and the ability to maintain one throughout employment.
3. Demonstrated mechanical aptitude and skills to undertake minor repairs and adjustments to equipment.
4. Some experience in the operation of light automotive equipment under all weather conditions. Good knowledge of traffic/safety rules and accident prevention practices
5. Ability to exercise good judgment, initiative and resourcefulness in dealing with the public, members, elected officials, community leaders and co-workers.
6. Ability to read and comprehend detailed instructions in order to plan and perform job duties.
7. Ability to work independently as well as schedule and produce work in a timely manner.
8. Manual dexterity to work effectively for extended periods. Lifts and carries supplies equipment etc. weighing up to 50 pounds to waist-high-level.

Physical Demands and Work Environment

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Ability to operate machinery. Standing or walking for long periods of time may be required. Excellent stamina and physical exertion are required for this position.

1. Heavy lifting may be required.
2. Regular hours may vary on a weekly basis as some holiday, weekends, early morning, and evening work is required. Position requires full attendance of scheduled hours on an on-going basis.

Approvals

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

This job description has been approved by all levels of management.

City Manager

Date

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee

Date