

# **Public Works Laborer**

**Department:** Public Works Department

**Reports To:** DPW Supervisor

**Revision Date:**

## **Job Summary:**

This position involves operating equipment and performing manual labor to participate in the completion of assigned projects. Work is performed under the general supervision of the Public Works Supervisor.

## **Essential Duties:**

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Follows the direction of the Public Works Supervisor with regards to the maintenance and oversight of the village roadways; this includes patching, spreading chemicals, spreading stone, building up gravel on the road shoulders, laying salt, and reporting needed repairs needed to the Public Works Supervisor.
- Mows city right-of-ways in the summer and plows roads during the winter.
- Paints signs and signals on repaired or new pavement.
- Collects yard waste, tree limbs, and leaves and sees to their disposal.
- Cuts back trees which may be in danger of snagging utility lines or impeding street traffic.
- Chipping. Chopping, cutting or removing tree debris.
- Helps the Water Department repair cut or damaged water lines
- Help the Sewer Department repair broken or damaged sewer pumps, line, control modules.
- Installs or repairs street signs in village areas.
- Assists utility companies with directing traffic if asked.
- Other duties as assigned

## **Additional Duties:**

- Repairs and maintains Public Works buildings and yards.
- Maintains vehicles and equipment.
- Builds, maintains, and/or repairs fences and structures on city property.
- Removes dead animals from roadway.
- Rotational on call

## **Education/Training:**

- Prefer High School Diploma or GED.

## **Knowledge, Skills, and Ability:**

- Some knowledge of methods and practices of maintaining and repairing roadways.
- Some knowledge of the materials, equipment, procedures and methods used in public works construction and maintenance activities.
- Knowledge of the occupational hazards and safety precautions necessary to the operation of heavy trucks and equipment.

- Knowledge or ability to learn the geography and streets of the city and the location of underground utilities.
- Some knowledge of basic masonry techniques.
- Ability to understand, interpret, and carry out oral and written instructions.
- Ability to understand and interpret diagrams and drawings of assigned projects.
- Ability to establish and maintain effective working relationships with employees, other city staff and the general public.
- Ability to operate or willingness to learn how to operate such equipment as a backhoe, dump truck, tractor, mowing equipment, wood chipper, snow plow equipment, compaction roller, bucket truck, chain saws, limb saw, torch, pavement saws, and various hand tools as required.
- Ability to use basic office technology such as a computer, telephone and a calculator.
- Ability to interact with citizenry in a professional manner.
- Ability to read maps.

#### **Supervisory and Managerial Responsibility:**

- None.

#### **Minimum Qualifications:**

- Prefer a background in general trade knowledge, which could include construction, road work, previous public works employment, equipment operations, or vehicle and equipment maintenance.
- Possession of valid State of MI driver's license.
- CDL preferred, but not required, we will train the right candidate and pay for your CDL

#### **Physical Demands and Work Environment:**

Physical Abilities: Tasks involve the ability to exert physical effort in moderate to intense work, typically involving some combination of stooping, kneeling, crouching, and crawling, and which may involve some lifting, shoveling, carrying, pushing, and/or pulling of objects and materials of moderate weight (up to 125 pounds). The majority of a normal work day involves standing or walking.

Sensory Requirements: Some tasks require the ability to perceive and discern colors or shades of colors. Some tasks require the ability to perceive and discern sounds. Some tasks require the ability to perceive and discern tastes. Some tasks require the ability to perceive and discern odors. Some tasks require depth perception. Some tasks require the ability to perceive and discern textures. Some tasks require visual perception and discrimination. Some tasks require oral communication ability.

Environmental Factors: Tasks are regularly performed with exposure to adverse environmental conditions including, but not limited to, dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, and toxic agents.