

# LABORER

City of Washington

Public Works Department – Street Division

## POSITION SUMMARY

Under the supervision of the Public Works Superintendent, the position of Laborer is non-exempt under FLSA. This employee operates and maintains department equipment and assists with the maintenance and repairs to city streets and alleys. This employee should possess a strong mechanical aptitude, and effective communication and public relation skills. This position is subject to pre-employment drug screening.

## ESSENTIAL FUNCTIONS

- Performs maintenance, repairs, and construction of city streets, alleys, and right-of-ways;
- Performs forming and pouring of concrete for sidewalks, curbs and gutters;
- Loads and unloads sand, dirt, asphalt, rock, straw and other materials as needed;
- Cleans ditches and culverts;
- Performed janitorial duties on city-owned facilities;
- Performs mowing duties;
- Performs street sealing and overlay duties;
- Performs minor maintenance and repairs to department equipment;
- Delivers necessary equipment and materials to work sites;
- Follows department policies and procedures;
- Follows safety procedures and practices.

## MARGINAL FUNCTIONS

- Performs flagging duties;
- Performs painting duties;
- Assists with the repair and installation of street signs;
- Assists with the cleaning of sewers and storm drains;
- Assists other departments as the need arises;
- Performs other duties as deemed necessary or assigned.

### QuickView

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: ELIGIBLE

OSHA: BLOODBORNE PATHOGENS

WORKING CONDITIONS:  
HAZARDOUS CHEMICALS  
ADVERSE WEATHER  
MANUAL LABOR

## **LABORER POSITION REQUIREMENTS**

**Experience:** No experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within 30 days of employment.

**Education:** A high school diploma or GED is required. This employee must possess a valid Kansas Driver's License, and must be able to obtain a CDL within 30 days of employment.

**Technical Skills:** A working knowledge of equipment maintenance is preferred, but not required. The ability to judge distances, and to read and interpret written instructions, manuals, diagrams, and schematics is preferred. This employee should possess a strong mechanical aptitude, and effective public relation, oral and written communication skills.

**Problem Solving:** Limited problem solving is involved in this position. This employee encounters problems with equipment malfunctions. Serious problems are reported to the Public Works Superintendent.

**Decision Making:** Limited decision making is involved in this position. This employee makes decisions about maintaining department equipment and performing daily duties in the safest and most efficient manner.

**Supervision:** This employee works with frequent supervision from the Public Works Superintendent. This employee does not exercise any supervisory responsibilities over subordinate personnel.

**Financial Accountability:** This employee is responsible for the safe operation of department equipment. This employee does not participate in the annual budget process.

**Personal Relations:** Daily contact with the general public, co-workers, and supervisory personnel is expected.

**Working Conditions:** Some adverse working conditions exist within this position. Exposure to hazardous chemicals, bloodborne pathogens, heavy machinery, excessive noise, work in confined spaces, heights, and all types of weather condition is expected. Use of provided personal protective equipment is required for exposure to hazards.

**Physical Requirements:** Manual labor including lifting and carrying heavy objects, bending, kneeling, climbing, and the ability to operate departmental equipment is required daily in this position.

*The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.*

THIS JOB DESCRIPTION LAST UPDATED IN MARCH 2019.