

CITY OF AVON LAKE

Position Description

Laborer

Service Department

Job Title: Laborer
Department: Service
Immediate Supervisor: Foreman
FLSA Status: Non-Exempt
Bargaining Unit: Local 1-836 USW
Civil Service Status: Classified

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed with the job.

GENERAL RESPONSIBILITIES

Under the general supervision of the Service Department Foreman performs routine skilled and unskilled manual work, building and traffic sign maintenance and other assigned maintenance work. Works independently and assists employees of a higher classification on various work projects. Performs other duties as required, and may be required to work overtime as deemed necessary by the Service Director or his designee.

GENERAL QUALIFICATIONS

Must possess a High School Diploma or GED.

Must possess the knowledge, skills, and abilities to perform the essential functions of this position.

Must possess a valid Commercial Driver's License.

GENERAL DUTIES

The following duties are typical for this classification. Employees may not perform all of the listed duties and or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

ESSENTIAL FUNCTIONS

Assists employees in higher classifications on various work projects.

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Performs various maintenance programs i.e., building traffic signs, cold patching, etc.

Operates vehicles i.e., front loader, pick-up trucks, dump trucks, snow removal equipment.

Makes traffic signs, tree branch and large item pickup, berming, cold patching, snow removal and other assigned maintenance duties.

Maintains necessary records such as gasoline consumption, preventive maintenance records, and supply records.

Performs labor duties on, but not limited to, concrete and hot mix crews, ditch cleaning crews and crack sealing crews.

REQUIRED KNOWLEDGE SKILLS AND ABILITIES

Knowledge of proper techniques of lifting materials.

Knowledge of preparation of materials for finishing.

Knowledge of proper identification and use of proper hand and power tools.

Knowledge of safe operation of tools and machinery and vehicles.

Knowledge of the City geography.

Ability to perform physically, strenuous work in all types of weather conditions requiring strength and ability in the performance of assigned duties.

Ability to understand and follow verbal and written instructions.

Ability to perform preventive maintenance on assigned tools and equipment.

Ability to communicate effectively through speech and writing.

Ability to deal with the public.

PHYSICAL AND MENTAL DEMANDS

The physical demands described here are representative of those that must be met by a Laborer to successfully perform the essential functions of the 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 is frequently required to stand, walk, use both hands and fingers to feel, handle, or operate service department machinery or equipment, tools, controls and be able to reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk, hear, and smell. While performing specific tasks, is required to wear the appropriate respirator.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move 150 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus and exhibits good eye and hand coordination.

Laborers in the Service Department are required to have the physical abilities to perform the following job functions:

Must possess the hand strength to perform carpentry, electrical, and plumbing projects.

Must have the physical ability to operate heavy-equipment such as backhoes and bull dozers, trucks, and power mowers.

Must possess the physical ability to make concrete and asphalt repairs, install drainage pipe.

Must possess the physical ability to work in small spaces, and in high work zones off ladders and platforms.

Must possess the ability to lift 50 pounds or more above waist and shoulder.

Must be able to stand for long periods of time.

Must possess the physical ability to perform general laborer duties such as snow removal, ditch digging, etc.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those of a Laborer while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee sometimes works in precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, noxious odors, risk of electrical shock and vibration. The employee is required to work outdoors in all weather conditions, including weather extremes during day or night. Occasionally

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work is performed in emergency and stressful situations. Noise is normally moderate except during certain activities or repairs when noise levels may be loud.

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JOB SPECIFIC SAFE WORK PRACTICES:

BRUSH CHIPPING

Conduct morning inspection of equipment being used that day.

Must wear ear, hand, eye protection, protective clothing with high visibility, and proper vests when operating on or near roadways. Full facemask when using chainsaw.

Be aware of the sunrise.

Be aware of where your crewmates are.

Keep both feet on the ground.

Do not reach in or clear machine while machine is still running.

TREE TRIMMING

Must wear ear, hand, eye protection, and chaps.

Use cones to mark off work zone, using signage where possible.

Hard hats must be worn in work zone area.

Caution used on ground crew.

MOWING

Must wear ear, and eye protection; mask if necessary.

Must be trained and familiar with the machine before operating.

Inspection is required of the mowing machine before using. Make sure all guards are in place and that all required machine safety equipment is in working order. Use equipment tie downs.

Do not use the mowing machine on inclines greater than shown as dangerous on the angle indicators.

BALLFIELDS

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Must wear ear and eye protection; dust mask if necessary.

Must be trained and familiar with the equipment before using.

Inspection is required of all equipment before using.

Operate machinery at a safe speed.

ROAD PATCHING

Must wear eye protection, high visibility clothing, and proper safety vest.

Use chase truck with caution sign twenty-five (25) to thirty-five (35) feet behind asphalt truck.

Use caution when opening doors.

Keep door area clear of asphalt.

SEWER JET TRAILER

Must wear ear, eye, hand protection, high visible clothing, and proper safety vest.

Chase truck with proper caution signs on back of truck.

ROAD CRACK SEALING

Must wear eye, hand protection, high visibility clothing, and proper safety vest.

Inspect all equipment prior to use to ensure proper working order.

CREW MEMBERS WHO NEED TO GET EQUIPMENT FROM THE BACK OF THE WORKING TRUCK MUST INFORM THE DRIVER OF THEIR INTENTION BEFORE TAKING ACTION.

SNOW PLOWING

Inspect the vehicle prior to usage.

Must wear high visibility vest if it becomes necessary to get out of the truck.

Observe snow plowing speed limits.

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Never put hands in a salt spreader when the truck is running.

Do not overload salt trucks.

If a hydraulic leak is detected, **SHUT THE TRUCK OFF.**

LEAF PICK-UP

Inspect vehicle prior to usage.

Adjust mirrors on the right of truck in order to observe groundwork.

Must wear ear, eye, hand protection, high visibility clothing, and proper safety vest.

Shut the truck down if entering the compaction area.

Use caution when un-sticking the hose.

JACK HAMMERING

Must wear ear, eye, and hand protection, long pants, high visibility clothing, and proper safety vest.

Everybody in the work zone:

May need to wear a dust mask

May need to set up the proper work zone signage

Inspect hoses before use

Lock bits into hammer before use

Use safety pins on tools

(JACK HAMMERING)

Keep slack in the air line hose when in use

Relieve air pressure before trying to disconnect air line hammer

Lock air line spools before transporting

WORK SHORT POLICY

No cut offs

The length shall be just above the knee and hemmed

Khaki and denim colors only

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Full length pants shall be available for changing into at the Service Garage; if it becomes necessary to go home to change the employee shall be docked for needed time.

No changing of pants/shorts at the job site, it shall be required to change at the Service Garage

Must wear socks that are above the boot line

The foreman will determine on which job shorts shall not be worn

Jobs not permitted to wear shorts

Weed eating

Chipping crew

Crack blowing crew

Tar crew

Sandblasting crew

Jack hammering

Possible other jobs to be added

GENERAL

Keep all work areas clean and uncluttered.

Keep all equipment clean and in good working order.

Be trained before using new or unfamiliar equipment and tools.

When lifting heavy objects seek assistance or use proper equipment.