

## **POSITION DESCRIPTION**

**POSITION TITLE:** Laborer - Temporary

**DEPARTMENT:** Public Works

**DATE:** April 3, 2018

### **GENERAL PURPOSE:**

Performs semi-skilled work under the administration of the Director of the Public Works Department. The employee will perform required work for the maintenance of right of ways, easements, and other City owned property. The employee will perform other related work as required, some of which will be mechanical.

### **SUPERVISION RECEIVED:**

Works under the general supervision of the Street Supervisor, who assigns work, reviews completed work and provides instruction as necessary; performs duties according to established and specific procedures; detailed and specific instructions are provided on unusual or difficult projects.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

General: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required during various assignments. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- (A) Performs a wide variety of routine and seasonal duties to assist in the maintenance of streets and alleys and may do work in and on other City owned property.
- (B) Checks equipment to ensure proper levels of fuel, lubricants, tires, tire pressure, and for unusual wear of equipment.
- (C) Assists in patching and sealing streets and concrete work.
- (D) May be assigned to weed crew using weedeater, push mower and rider mower to trim around hedges and signs.
- (E) Assist spreading salt and in clearing snow and ice from roads.
- (F) Assists in cutting down and removing dead trees.
- (G) Cleans garage area and washes trucks and equipment.

- (H) Uses simple hand tools to prepare job site.
- (I) May act as a flagger along City streets, warning motorists of road construction in progress.
- (J) Loads and unloads materials such as dirt, asphalt, salt, pipes and sign materials.
- (K) Manually removes litter and debris from right of ways and easements.

**OTHER DUTIES:**

The duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements and duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

- (A) May learn to operate other equipment for training purposes.
- (B) Perform other related duties as required.

**PERIPHERAL DUTIES:**

- (A) Maintains departmental equipment, supplies and facilities.
- (B) Perform preventative maintenance on equipment and hand tools; lubricate equipment and make minor mechanical repairs.
- (C) Promote good safety and public relations practices.
- (D) Appear for scheduled work with regular, reliable and punctual attendance; establish and maintain cooperative, effective and productive working relationships using tact, patience and courtesy; effectively plan and organize work and complete tasks within prescribed time frames.
- (E) May be required to work over 40 hours in a workweek and be subject to call-out during non-working hours.
- (F) Maintains contact with general public, City officials and employees in performance of Laborer's duties.

**DESIRED MINIMUM QUALIFICATIONS:**

- (A) Must possess, or be able to obtain by time of hire, a valid state Driver's License without record of suspension or revocation in any state;
- (B) Must not have been convicted of any felony convictions or other disqualifying serious misdemeanors, or possess any other disqualifying criminal history.

- (C) Must be a U. S. Citizen.
- (D) Must be of good moral character and temperament, and possess industrious habits.
- (E) Must have the ability to maintain an excellent attendance record as per the regular hours of business, scheduled overtime and call-outs.
- (F) Must have the ability to progressively assume all duties through the six-month probationary period

**EDUCATION AND EXPERIENCE:**

- (A) Possession of a high school diploma or general equivalency diploma (G.E.D.).
- (B) Must have good public relations skills.
- (C) Must have the ability to establish and maintain effective relations with the community, city employees, and Board of Mayor and Commissioners.

**LANGUAGE SKILLS:**

- (A) Ability to read, analyze and interpret public works records. Ability to respond to inquiries from citizens, regulatory agencies or members of the business community. Ability to effectively present information to the Mayor and Board of Commissioners and to public groups. Must be able to read and interpret all adopted federal, state and local codes and laws as it relates to the Public Work's Department and comprehend complex instructions, correspondence, and memos in the English language.
- (B) Ability to speak effectively using the English language.
- (C) Ability to effectively present information in one-on-one and group situations to citizens and other employees of the city.

**REASONING ABILITY:**

Ability to apply principles of logical thinking to a wide range of intellectual and practical problems. Ability to apply theory into actual work situations. Ability to analyze departmental operations and derive a feasible solution to make those operations more economical.

**DISCLAIMER STATEMENT:**

The statements above are intended to describe the general nature and level of work performed by persons in this position. The above is not intended to be an exhaustive list of all responsibilities and duties that may be assigned. The Board of Mayor and Commissioners may, at its sole discretion, modify the above by the addition, deletion, transfer or assignment of such other duties as it may determine to be in the best interest of the City.

### **PHYSICAL DEMANDS:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- 1) While performing the duties of this job, the employee is regularly required to talk and hear;
- 2) The employee frequently is required to use hands and fingers, handle or feel objects, tools, or controls;
- 3) The employee is frequently required to sit, stand; reach with hands and arms and drive a vehicle.
- 4) The employee is occasionally required to climb or balance, stoop, crawl, kneel, or crouch.
- 5) Must be able to occasionally lift and/or move objects of fifty (50) pounds or more.
- 6) Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral 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.

The duties of this job are performed outdoors. The employee occasionally will be required to work in outside weather conditions, exposed to wet and/or humid conditions, extreme cold or extreme heat. The employee occasionally will be required to work near moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals and loud acoustic vibrations.

This position is subject to stressful situations and demands and meeting project deadlines or responding to emergency working more than forty (40) hours per week. Attendance at night meetings may be required.

Occasional travel will be required to the various departments within the City to relay information. Occasional travel will also be required to attend hearings, seminars and

conferences. The work environment is normally one that requires a constant flow of information exchange, as well as telephone inquiries and personnel visits from other department heads and employees.

**SELECTION GUIDELINES:**

- (A) Entry Level: Formal application; review of education and experience; oral interview with Board of Mayor and Commissioners or designee; background check; physical and psychological examination; drug screening.
- (B) Lateral Entry: Must be able to meet all entry level requirements listed above.

**OTHER MATTERS:**

The position of Laborer is full-time; works regularly scheduled hours year-round, and works overtime and at night when the need arises. The person in this position never works shift work, and is always on call for emergency situations. The position has accountability for monetary, budgetary, safety, equipment and legal issues related to the work for which this position is responsible.

The stress level associated with this position is moderately to extremely high. Physical work involved in this position exists only in major emergencies and crisis situations.

This job description does not constitute an employment agreement or contract between the employer and employee, and is subject to change by the City of Clarksdale, as the employer, at its sole discretion, as the needs of the employer and the requirements of the job change from time to time, without prior notice to the employee.

The Laborer is an employee at-will, and the Board of Mayor and Commissioners of the City of Clarksdale may terminate the relationship at any time, for any reason, with or without cause or notice.