

General Laborer - Public Works / Water & Sewer

Job Description, Responsibilities and Qualifications

DEFINITION

This employee performs a variety of manual labor tasks in the areas of streets, parks, public utilities, and sanitation. Employee may complete work performed in operating heavy equipment such as road graders, bulldozers, large hi-lifts, backhoe, tractor trailer trucks and asphalt rollers, in a variety of maintenance and construction tasks. Employee will perform work using hand tools including shovel, rake, pick-axe, and other hand tools. Some work will be performed in inclement weather, after hours, and on weekends. Employee performs related work as required. Employee will accurately read water meters and return accurate readings to utilities billing department. The employee is under the immediate supervision of the Public Works Team Leader, Street Supervisor, and/or Water Superintendent.

Instructions to the employee are detailed and specific.

EQUIPMENT/JOB LOCATION

- The employee will use a variety of hand tools and small machinery such as a weed eater, chain saw, mower, shovel, rake, pick-axe, etc.
- The employee may also operate a dump truck, back hoe, front-end loader, and other heavy equipment.
- The employee will drive standard, half-ton, ton, and two-ton trucks.
- The employee will use an electronic meter reading and recording device.
- The employee will be required to lift, carry, dig, climb, bend and move moderately to very heavy objects.
- The employee may be exposed to all types of weather conditions with possible exposure to fumes, chemicals, or toxic substances.
- Work is generally performed outdoors, and tasks are performed regardless of weather conditions.
- In addition, the employee may occasionally be required to work in high places.

ESSENTIAL FUNCTIONS OF THE JOB

- Performs a variety of general labor duties such as painting, mowing, weed spraying, brush and weed trimming, and general parks and street maintenance.
- Removes debris from street rights-of-ways, catch basins, drainage ways and other City property.
- Loads and unloads dirt, gravel, trash, refuse and other debris, sometimes by hand.

- Works as part of construction crew in road repair, gravel spreading, or ditch digging, including using shovel and rake.
- Operates mowing machines and other small machinery.
- Performs such work necessary by driving heavy equipment.
- Inspects the equipment for mechanical problems and sees that these problems are corrected.
- Operates tractor-trailer in hauling heavy equipment.
- Operates a bulldozer to move dirt and other material.
- Operates a backhoe or fork-lift in construction and maintenance of roads.
- Operates a skid-steer loader to move dirt, other material, and for maintenance tasks.
- Digs holes and ditches for special purposes, including using shovel and rake.
- Lifts, bends, carries, pulls, toss, and operating objects or things that weigh 50 pounds or more; reads and interprets regulations, and writes in ledgers, notebooks, or in communication within department.
- Read, interpret and explain internal policies and local, state and federal regulation; write in ledger, in notes, or narrative form in communication with department and city council; speak or communicate effectively with city council, other employees and public.
- Janitorial Services of municipal property when needed as well as cleanup after special events.
- Read water meters and maintain an average error rate of no more than 6 percent.
- Coordinate, develop relationships with and be able to communicate effectively with the public.
- On-call time and overtime will be required.
- Perform duties of any other position as required or assigned.

Public Utility / Water & Sewer

- Install new water and sewer lines
- Make water and sewer taps
- Install water meters
- Locate lines for other utilities
- Water & sewer line repairs, sometimes in inclement weather
- Make repairs to water meters and meter setters under pressure, sometimes in inclement weather
- Patches street blacktop or concrete
- Drives dump truck and service trucks
- Walks or drives truck over established route and takes readings of water meters.
- Inspects meters and connections for defects, damage, and unauthorized connections.
- Notifies supervisor of irregularities for necessary action by servicing department.
- Verify reading using electronic meter reading tool.
- Return electronic meter reading tool to billing department when route is completed.
- Turns service off for nonpayment of charges in vacant premises, or on for new occupants.

- Responsible for the safe operation, care, and appearance of assigned vehicle and equipment.
- Communicates effectively with the public and other City employees.

ADDITIONAL EXAMPLES OF WORK PERFORMED / OTHER JOB FUNCTIONS

- Assists other skilled laborers in the performance of their duties.
- Cleans equipment and tools.
- Performs routine maintenance on machinery and tools.
- Operates a dump truck and other light equipment
- Performs related work as required.
- Work involves kneeling, stooping, bending, and squatting for extended periods of time while reading both digital and dial meters.
- Lifts and carries up to 50 pounds.
- Hear and see clearly when working in and around traffic, using proper safety precautions.
- Works outdoors in extreme temperatures, temperature swings and inclement weather.

REQUIRED KNOWLEDGE AND ABILITIES

- Knowledge of the materials and equipment used in general maintenance and construction work.
- Knowledge of occupational hazards and safety precautions.
- Knowledge of the care and use of motor vehicles.
- Ability to carry out instructions.
- Ability to read meters correctly.
- Ability to establish and maintain effective working relationships with other employees and members of the general public.

QUALIFICATIONS

- Successful completion of the tenth (10th grade).
- Experience in performing heavy manual work.
- Must have a valid Tennessee driver's license.
- Must be able to pass a background check.
- Must be able to pass a drug test.
- Applicants must be in such physical condition as not to impair their performance of the required duties of the class and may be required to take a physical examination given by a physician licensed to practice medicine in the State and designated by the

City which includes but is not limited to the ability to lift, bend, carry, pull, toss and operate objects or things that weigh 50 pounds or more.

- Must be able to read, write and communicate effectively to the public, the city council members and other municipal employees.