



PUBLIC WORKS GENERAL LABORER JOB DESCRIPTION

Position Title:	Public Works General Laborer	Reports To:	Public Works Dir. or assigned lead
FLSA Status	Non-Exempt	Department:	Public Works
Revision Date(s)	November 2024	EEO Class	Service-Maintenance

JOB SUMMARY: This position performs a variety of tasks across public works services including repair and maintenance to water lines, sewer lines, streets and roads repair and maintenance, right-of-way maintenance, stormwater maintenance, and meter reading services. Instructions are somewhat general, though occasionally, the employee may need to consider different courses of action. The department head or assigned job supervisor will generally check work during the process or upon completion. The employee will be required to operate light equipment and vehicles associated with the provision of services. This position is classified as safety-sensitive, and subject to pre-employment and random-selection drug screening.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. *Other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

- Performs repair and maintenance to water and sewer lines;
- Performs force main repair;
- Performs checks for sewer line infiltration;
- Operates camera equipment to check lines;
- Installs water line taps;
- Operates trenching equipment, skid steer, and backhoe as trained and authorized;
- Mows right-of-way;
- Repairs roadways using asphalt;
- Performs clearance of drainage ditch system;
- Acts as flagger for work crews;
- Safely uses hand tools and general mechanical equipment;
- May perform meter reading duties, including use of hand-held reading equipment, meter testing equipment, report processing, and meter re-reading as trained and authorized;
- May operate specialized equipment for tasks as trained and authorized; and
- Performs other duties as assigned.

QUALIFICATION REQUIREMENTS: *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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

KNOWLEDGE

- Knowledge of safe practices used in the operation of assigned equipment;
- Knowledge of general construction and maintenance techniques related to utility line operation and street/road repair;
- Knowledge of the routine care and use of motor vehicles, and light-duty construction equipment;
- Knowledge of materials used in general construction;
- Knowledge of use of basic hand tools and equipment;
- Knowledge of occupational hazards and safety precautions.

SKILL

- Skill in safe operation of power tools and equipment used in utility maintenance and streets/roads maintenance and repair;
- Skill in operation of motor vehicles;
- Skill in report completion and basic mathematic computation;
- Skill in operation of shop equipment used to maintain tools and equipment; and
- Skill in operation of mowing equipment, light- and medium-duty construction equipment.

ABILITY

- Ability to learn trenching techniques and below grade construction safety;
- Ability to learn techniques for road sign maintenance;
- Ability to learn meter reading techniques and the use of meter reading equipment;



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- Ability to learn tile maintenance and general stormwater maintenance techniques;
- Ability to learn operation techniques of applicable light- and medium-duty equipment;
- Ability to work in various weather and environmental conditions;
- Ability to communicate effectively with others; and
- Ability to interact professionally with the general public, and coworkers.

EDUCATION and/or EXPERIENCE:

- Must be 18 years of age;
- High school diploma or HiSet/GED preferred.
- 1 or more years related experience required.

LICENSES & CERTIFICATIONS: Valid driver's license.

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PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The employee is regularly required to see, talk, and hear and perform the physical activities marked below.

Activity		Check 1 column for Frequency of Occurrence		
Check Applicable Activities		Occasionally < 1/3 of the time	Frequently 1/3–2/3 of the time	Regularly >2/3 of the time
X	Standing			X
X	Walking/Running			X
X	Climbing: Stairs, Ladders, walls		X	
X	Sitting			X
X	Balancing		X	
X	Bending/Stooping/Kneeling/Crawling		X	
X	Twisting		X	
X	Squatting		X	
X	Grasping/Squeezing/feeling		X	
X	Repetitive movements w/hands			X
X	Reaching/working overhead		X	
X	Lift &/or carry up to 20 lbs.			X
X	Lift &/or carry up to 50 lbs.		X	
X	Lift &/or carry up to 100 lbs.	X		

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The position is subject to outside environmental conditions, extreme weather, atmospheric conditions, noise, traffic, and other hazards. The position may be exposed to hazardous chemicals and working conditions, and is required to wear specialized PPE (Personal Protective Equipment) as appropriate. This position performs under moderately stressful conditions, occasionally over nights, weekends, and holidays in emergency situations, works in environment subject to call out on any day, at any time.

Job Description Acknowledgment: I understand that **this job description is not a contract of employment** between the City of Algood and me. Also, I understand that my duties may not be limited to those duties written in the job description, and that the City of Algood may assign other duties as needed. I have received a copy of the job description, have read it, and understand the essential functions of the role. By signing below, I acknowledge that I can perform the essential functions of the as it is described in the job description above.

Employee Name (Please Print): _____ **Date:** _____
Employee Signature: _____

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