

**CITY OF MILES CITY
POSITION DESCRIPTION**

POSITION: Laborer

DEPARTMENT: Public Utilities Department

ACCOUNTABLE TO: Utilities Foreman

SUMMARY OF WORK: Performs physical labor duties associated with the Public Utilities Department which includes physical handling of supplies and materials, cleaning, repair and maintenance of equipment, and movement of machinery.

JOB CHARACTERISTICS:

Nature of Work: This position performs strenuous physical labor. Position may work in adverse weather conditions and extreme temperatures. Position requires adherence to confidentiality, practices of safety in operation of equipment, works with machinery, handles heavy materials, and applies chemicals. This position is an on-call position, 24 hours per day.

Personal Contacts: Daily, yet limited, contact with the public.

Supervision Received: Daily assignment of duties from the Utilities Foreman.

Essential Functions: This position requires ability to lift and carry heavy objects, dig, walk on uneven ground, operate and maintain heavy equipment, read labels, see approaching traffic, and operate hand and power tools.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

Perform labor tasks at the direction of the Utilities Foreman which may include demonstrate, upon request, the ability to repair and maintain water lines, valves, fire hydrants, water storage tanks, sewer lines and manholes. Also the ability to disassemble, repair and reassemble water meters.

Assist the Utilities Foreman in keeping the records and files, records of water breaks and sewer calls; maintains an accurate inventory of all water distribution/sewer collection materials and items of equipment, updates valve books and records of new construction.

Perform maintenance on heavy equipment and at the Utilities Foreman's direction perform labor duties such as general cleaning of heavy equipment and shop areas.

Perform other related duties as required and other duties as assigned by State and local laws, the Director of the Department and/or the City Mayor. Assist the Utilities Foreman in the training other laborers repair and maintenance of water lines, valves, fire hydrants, water storage tanks, sewer lines, and manholes.

JOB REQUIREMENTS:

Knowledge: This position requires knowledge of safety procedures in the use of equipment and in the physical lifting of materials. Extensive knowledge of operation and capabilities of a variety of hand and power tools.

Skills: This position requires skills in handling heavy materials, operating hand and power tools, general cleaning, and maintenance.

Abilities: This position requires the ability to: lift heavy objects; manually dig holes, follow safety procedures; work during inclement weather conditions and extreme temperatures; walk for extended periods of time; climb ladders and other obstacles; lift weights up to 70 pounds; communicate effectively orally and in writing; follow verbal and written instructions; and establish effective working relationships with fellow employees, supervisors, and the public.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

--High School Diploma or GED.

Special requirements:

--Must possess a valid Montana Driver's License.

--Must be eligible for coverage by the City's insurance carriers.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

--Performs assigned duties.

--Maintains accurate and timely records.

--Prepares and submits accurate and timely reports.

--Deals tactfully and courteously with the public.

--Observes work hours.

--Demonstrates punctuality.

--Establishes and maintains effective working relationships with fellow employees, supervisors and the public.

--Demonstrates physical stamina to perform duties.

--Adheres to practices of safety in the use of tools and equipment.

--Is able to work in adverse weather and extreme temperatures.

--Performs maintenance and general cleaning on heavy equipment and shop area.

--Adheres to standards of confidentiality.

--Must obtain a CDL within 6 months of hire date

--Assists the Utilities Foreman in keeping accurate records and files.