

	CITY OF MILES CITY Position Description		Last Revised:	11/15/2016
			Effective:	11/1994
LABORER				

DEPARTMENT: Engineering and Operations

ACCOUNTABLE TO: Public Works Foreman

SUMMARY OF WORK: Performs physical labor duties associated with the Engineering and Operations including vehicle maintenance, street maintenance, parks and recreation, facility maintenance, occasional assignments in the Public Utilities Department, and other duties as assigned by the Public Works Supervisor or Parks Department Foreman.

JOB CHARACTERISTICS:

Nature of Work: This position performs strenuous physical labor. Position may work outdoors in adverse weather conditions and extreme temperatures. Position requires adherence to practices of safety in operation of equipment and working with machinery. Proper use of safety equipment and clothes for inclement weather is required in order to prevent injury and illness. This position is on call for emergencies and adheres to standards of confidentiality.

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

Supervision Received: Daily assignment of duties from the Public Works Supervisor or Parks Department Foreman.

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

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

Vehicle Maintenance: Perform routine maintenance on City equipment and tools. Demonstrate upon request, the safe and proper way to use the tools and equipment used in the Engineering and Operations Department. Demonstrate upon request, the ability and knowledge to make routine maintenance checks on all equipment and tools used in the

Engineering and Operations Department. Demonstrate upon request, the ability and knowledge to change the oil and filters on City vehicles; check fluid levels; lubricate City vehicles, tools and equipment; and clean and repair City tools.

Street and Public Utilities Maintenance: At the direction of the Public Works Supervisor, assist in maintaining City streets, alleys and roadways. Ability and knowledge to install and repair street signs. Ability and knowledge to safely drive and use City pickups, trucks and light equipment. Ability and knowledge to repair potholes, cracks and other defects in City streets, roadways, curbs, gutters, and sidewalks. Ability and knowledge to repair and maintain storm drains, sanitary sewers and water mains. Upon the direction of the Supervisor of Engineering and Operations, remove weeds from public right-of-ways.

Parks and Recreation: At the direction of the Supervisor of Engineering and Operations, maintain City parks, playgrounds and ballfields. Ability and knowledge to safely operate City lawnmowers and parks tools and equipment. Ability and knowledge to perform the following tasks: mow and trim grass; irrigate park grounds; trim trees and shrubs; apply fertilizers and other chemicals; routine maintenance of restrooms and playground equipment; plant ornamental flowers/plants and provide routine care; and routine repair and maintenance of playground equipment. Ability and knowledge to recognize potential failures of playground equipment and notify the Supervisor of Engineering and Operations of any needed repairs.

Facility Maintenance: At the direction of the Supervisor of Engineering and Operations, maintain city buildings, garages, and structures. Upon the direction of the Supervisor of Engineering and Operations: maintain and/or repair City facilities and buildings such as grandstands, fences, restrooms facilities, storage sheds, shop facilities and garages. Upon the direction of the Supervisor of Engineering and Operations: maintain and/or repair the City Hall and other City buildings. Upon the direction of the Supervisor of Engineering and Operations: perform janitorial services at City buildings, parks, playgrounds and public restrooms.

Performs other related duties as required or other duties as assigned by the Foreman and/or Director of Engineering and Operations. Show initiative to be a self starter and ability to work alone with little or no supervision. Training new employees. Must be cognizant of laws relating to OSHA and other requirements pertaining to "On the Job Safety". Must be courteous to the public and answer questions courteously no matter what the circumstances. Upon the request of the Supervisor, assist the Department in the collection and recording of information such as the location of irrigation and water valves, underground wiring, and the applicant of chemicals and pesticides.

JOB REQUIREMENTS:

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

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

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;

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 have 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.

--Deals tactfully and courteously with the public.

--Observes work hours and 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 use of tools and equipment.

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

--Services and maintains equipment and machinery as needed.

--Adheres to standards of confidentiality.