

**JOB DESCRIPTION**

**Public Works Laborer**

DEPARTMENT: Public Works

SUPERVISED BY: Public Works Director

SUPERVISES: Not Applicable

BARGAINING UNIT: American Federation of State, County and Municipal Employees (AFSCME)

FLSA STATUS: Non-Exempt

POSITION STATUS: Full-time

**General Summary:**

Under the general direction of the Public Works Director, or his or her designee, this position performs any combination of public works duties to maintain and repair village streets, water system, storm sewer system, buildings, grounds, equipment, machinery, and related work.

**Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Perform a variety of tasks associated with the maintenance, repair, and construction of public works assets, including but not limited to, streets, sidewalks, water system, storm sewer system, buildings, grounds, equipment, machinery, and related work.
2. Assist in the construction, maintenance, and repair of streets and bridges, including but not limited to laying out and lining roadways, paving and sealing roads, patching potholes, and similar work.
3. Assist in maintaining traffic markings, erecting and repairing signage, painting lines and curbs, and similar work.
4. Assist in the construction, maintenance, repair, and cleaning of drainage systems.
5. Set up work zones with appropriate signage and cones that are compliant with required safety guidelines.
6. Plow and remove snow from streets, sidewalks, parking lots and other areas using appropriate public works vehicles and equipment, sands, salts, and chemical treatments.
7. Performs a variety of routine and repetitive tasks for the maintenance, care, and upkeep of fields, grounds, beaches, playgrounds, cemeteries, structures, and facilities.
8. Mow, water, and repair field and park areas; trim trees and shrubs; and remove weeds as appropriate.
9. Assist in constructing, maintaining, and repairing structures and sidewalks; build forms for concrete structures; and mix, pour, and finish concrete.
10. Operate heavy equipment for excavation, bulldozing, and other related work.
11. Assist in water system construction, repairs, and maintenance.
12. Clear vegetation, brush, storm damage, and debris which may involve the use of chain saws, hand tools, and related equipment.
13. Act as a groundsman for tree work and assist in tree trimming.
14. Bag and clear litter and clean public areas; remove trash from restroom and other facilities.
15. Assist in digging graves and perform a variety of work tasks related to cemetery operations.
16. Operate vehicles and equipment in accordance with prescribed safety methods, policies, procedures, and laws.
17. Responsible for the care and maintenance of public works equipment and for reporting vehicle and equipment problems to the Public Works Director.
18. Perform public works emergency or special events work, including on an overtime basis, as needed.
19. Perform all related public works tasks as required or as directed by the Public Works Director.

**Required Knowledge, Skills, Abilities, and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the job.

1. High school diploma or equivalent.
2. Valid State of Michigan Commercial Driver License (CDL) Class B or higher with air brakes and tanker endorsements, or ability to obtain one within six months of employment if a temporary waiver is approved by the Village Manager, and satisfactory driving record.
3. State of Michigan S-3 Water System Operator license or higher or be able to obtain such license within a reasonable time as determined by the Village Manager.
4. Minimum of one (1) year of related experience in public works, maintenance work, groundskeeping, heavy equipment operation, or related work.
5. Reasonable knowledge and experience with computers, Microsoft Office programs, and Geographic Information Systems (GIS) hardware, software, and file maintenance.
6. Familiarity with basic public works, maintenance work, or groundskeeping practices.
7. Basic knowledge of hand tools, power tools, and maintenance equipment.
8. Skill and ability to safely operate light vehicles and to safely operate and use all other equipment associated with the position.
9. Ability to read, interpret, and apply data, drawings, and instructions for assigned work.
10. Ability to read, understand, and adhere to applicable rules, regulations, policies, and procedures.
11. Ability to work independently and cooperatively as a crew member.
12. Ability to communicate effectively.
13. Ability to perform strenuous physical duties under adverse conditions.
14. Ability to follow oral and written instructions.
15. Ability to adhere to safe work practices.
16. Ability to prepare accurate records and reports.
17. Ability to interact effectively with the public and establish and maintain positive public relations and effective, efficient, and cooperative customer service protocols.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

***While performing the duties of this job, the employee is regularly required to be able to complete the following physical requirements:***

1. Ability to ascend or descend ladders, stairs, and the like with ease and agility.
2. Ability to maintain body equilibrium to prevent falling.
3. Ability to lower the body to floor level and move about, kneel, crouch, and crawl. Ability to extend one’s arm(s) in any direction, and an ability to support oneself in an erect position.
4. Ability to bend downward and/or forward and ability to move short and long distances to accomplish tasks.
5. Ability to substantially press against an object with steady force in order to thrust forward, downward, or outward. Ability to lift, pull, and push materials and equipment.
6. Ability to raise substantial objects from a lower to higher position or move objects horizontally from position to position; ability to reach, grab, hold, pull, and push substantial objects.
7. Ability to be subject to substantially repetitive motions of the body or its parts.
8. Ability to manipulate small objects precisely by whatever means. Ability to apply considerable grasping-type pressure to an object.
9. Ability to perceive attributes of objects, such as size, shape, temperature, or texture by tactile (touch) means, including the ability to use the senses of sight, smell, hearing, and feeling.
10. Ability to walk, stand, stoop, bend, and turn, including performing such actions on wet or varied surfaces.

***While performing the duties of this job, the employee will be regularly exposed to the following working conditions and environmental factors:***

1. Frequently exposed to inside environmental conditions.
2. Frequently exposed to outside environmental conditions.
3. Frequently exposed to weather and temperature changes—as activities occur both inside and outside.
4. Frequently exposed to cold; temperatures that may be below 32 degrees for periods of more than one (1) hour.
5. Frequently exposed to noise.
6. Frequently exposed to vibration—exposure to oscillation movements of the extremities or whole body.
7. Occasionally exposed to hazards, such as proximity to moving mechanical parts, electrical current, working on ladders or elevated platforms, and other hazards.
8. Occasionally exposed to atmospheric conditions, such as fumes, odors, dusts, gases, or poor ventilation.
9. Frequently required to wear safety equipment, such as hard hats, glasses, work boots, and vests.
10. Occasionally required to wear respirators.
11. Occasionally exposed to lost-time hazards, such as situations that could cause severe injuries to back, eye, hand, leg, or foot, loss of finger, carpal tunnel syndrome, and other injuries.

Approved: 00/00/2015

Revised: