



# LABORER

## **Classification**

Non-Exempt

## **Department/Division**

Department of Neighborhood Services / Division of Public Works

## **Reports to**

Superintendent of Public Works

## **Summary/Objective**

The Laborer is a position which performs a variety of tasks necessary to maintain the City's public infrastructure, including streets and utilities. This is an entry level position.

## **Essential Functions**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed within are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disability to perform essential functions.

1. Snow
  - a. Remove snow and ice: shovel, snow blower, single & tandem axle truck, plow
  - b. Apply salt: by hand, walk behind spreader, truck
2. Landscaping
  - a. Grass maintenance: string trimmer, push mower, ride-on mower
  - b. Planting: grass, flowers, shrubs, trees
  - c. Forestry: pruning, tree removal: shear, hand saw, chain saw, chipper
  - d. Weed control: chemical sprayer, spreader
  - e. Leaf collection: hand tools, trailer vacuum
3. Streets
  - a. Sweep: hand broom
  - b. Asphalt patching and placement: hand tools
  - c. Concrete repair and placement: hand tools, compressor, jack hammer
  - d. Crack Sealing: hand tools, air compressor, tar kettle
4. Buildings
  - a. Cleaning: hand tools, cleaning chemicals
  - b. Minor maintenance: hand tools
5. Storm sewer and drainage
  - a. Pipe, inlet and manhole repair: hand tools, compressor, jack hammer
  - b. Cleaning: assist as needed
  - c. Ditching: hand tools, truck
6. Sanitary sewer



- a. Pipe and manhole repair: hand tools, compressor, jack hammer
  - b. Cleaning: assist as needed
  - c. Televising: assist as needed
7. Signs
  - a. Maintenance: assist as needed
8. Pavement markings
9. Street lights and traffic signals
  - a. Maintenance: assist as needed
10. Other
  - a. Load and unload materials: hand, winch, hoist, forklift, skidsteer
  - b. Transport materials: single & tandem axle trucks, trailer
  - c. Traffic control: set up
  - d. Locating for Diggers Hotline: hand tools, line locator, computer
  - e. Complete documentation

### **Supervision and Responsibility**

- Works under supervision of Superintendent, Working Foreman, project lead
- Frequently works independently on routine projects
- Occasionally assigned as project lead on routine projects

### **Competencies**

- Communication Proficiency
- Thoroughness
- Detail Orientated
- Technical Ability
- Problem Solving/Analysis
- Organization Skills
- Time Management Skills
- Collaboration Skills
- Customer Relations Focus
- Basic Math Skills

### **Language and Reasoning Abilities:**

- Ability to be able to verbally communicate with other city employees, contractors and the public in a clear, effective, and respectful manner.
- Ability to read and interpret documents such as safety rules, operation and maintenance instructions and procedures manuals.
- Ability to write routine reports.
- Ability to use common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to deal with problems which involve several concrete variables in standardized situations.
- Ability to work in a safe manner and with others safety in mind.
- Ability to follow City policies and work rules.

**Mathematical Skills:**

- Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.

**Position Type and Expected Hours of Work**

This is a full-time position, with normal hours of 7:00 am – 3:30 pm, Monday through Friday. However, you must have the ability to work nights, weekends, overtime and odd hours when required; such as while scheduled on-call and during other situations as they occur.

**Travel**

Travel to conferences, seminars, training, etc. is encouraged, as budgeted.

**Required Education/Training and Experience**

High school diploma or General Education Degree (G.E.D.)

*The City of Greenfield reserves the right to utilize equivalencies where deemed appropriate with regard to education and experience requirements and may consider combinations of education and experience likely to lead to success with essential duties and responsibilities.*

**Other Qualifications:**

Must possess a valid Wisconsin Commercial Driver's License (CDL), with certifications A, B and C upon employment.

Must obtain an N endorsement within 6 months of employment.

General knowledge of various construction trades and crafts. The ability to attain CPR and first aid certification after employment with the city.

**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.

While performing the duties of this job, the employee is frequently required to reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit, use hands to handle, and talk or hear. The employee must occasionally lift and move up to 80 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. During emergency periods, the employee may be expected to work long hours in adverse weather conditions.

**Work Environment:**

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

While performing the duties of this job, the employee is regularly exposed to outside weather conditions ranging from extremely hot to moderate to extremely cold conditions. The employee is occasionally exposed to vibration, moving mechanical parts, high precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electric shock, wet and/or humid conditions, noxious odors, dust and poor ventilation. The noise level in the work environment is often loud. An inside office environment with little to moderate noise.

**Equipment Used:**

Personal Protective Equipment (PPE), first aid equipment, calculator, copy machine and measuring devices. Hand tools, power tools, chain saws, shovels and brooms. Computer, tablet, laptop or other devices.

**Pre-Employment Requirements:**

Applicants will be required to submit to a pre-employment physical exam and drug screening. Applicants may be fingerprinted and a record check made of local, state or federal authorities. A conviction is not an automatic bar to employment.

**Salary and Benefits:**

Wages and benefits are determined by the existing non-represented resolution.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**AAP/EEO Statement**

It is the policy of the City of Greenfield not to discriminate unlawfully against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, disability, national origin, creed, marital status, citizenship status, veteran status, membership in the military or national guard, use of a lawful product while off duty, ancestry, sexual orientation, arrest, or conviction record or any other characteristic protected by state or federal law. This policy shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or other compensation; and selection for training, including apprenticeship. This City further agrees to take affirmative action to ensure equal employment opportunities.