

**JOB TITLE: LABORER**  
**DEPARTMENT: DEPARTMENT OF PUBLIC WORKS**  
**REPORTS TO: DIRECTOR OF PUBLIC WORKS**  
**REVISED: August, 2015**

**POSITION PURPOSE AND OBJECTIVES:** Performs routine manual tasks; does related work as required. The laborer class is a broad one, with individual duties highly diversified from employee to employee, depending on the needs of the Public Works Department. Although road maintenance is the most common type of work performed, laborers also work in parks maintenance, sign crews, pipe crews, and other related areas. Work involves the use of manual tools and some power operated tools. Assignments are carried out in accordance with standard departmental practices, procedures and instructions, which are given and closely checked by a crew leader.

**ESSENTIAL JOB FUNCTIONS:** (Illustrative Only)

- Assists in street repair and resurfacing; sweeps stones and debris from the street, applies tack to surface.
- Shovels, rakes and levels asphalt.
- Does landscaping work, cuts grass and weeds with a tractor, mower or weed cutter, plants flowers, trims shrubbery.
- Makes repairs to storm sewer lines; repairs inlets, replaces broken pipe, lays french drains, makes repairs to damaged head walls.
- Loads and unloads trucks.
- Makes, installs and/or repairs road signs.
- Fills salt boxes.
- Inspects catch basins and cleans debris and obstructions.
- Makes repairs to park shelters and related fixtures.
- Cleans park facilities and picks up trash from park grounds.
- Assists with snow removal operation during winter months.
- Makes repairs to curbs and road berms.
- Assists with line painting operations.
- May operate a light truck in various jobs.
- Lays block and brick; mixes cement or concrete.
- Assists truck drivers and equipment operators as needed.
- Cleans and repairs tools.
- Cleans public works vehicles and garage area.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** Preferably some knowledge of a variety of semi-skilled maintenance and manual tasks; ability to understand and follow oral instructions; ability to follow established safety precautions; ability to perform heavy manual labor for prolonged periods in various situations and climatic conditions; ability to establish and maintain a good working relationship with co-workers and the general public.

**SUPERVISORY RESPONSIBILITIES:** None.

WORKING CONDITIONS: Work is generally performed in an outdoor environment and may be performed in inclement weather, including very hot and humid or icy, snowy and sub-zero degree temperatures.

PHYSICAL DEMANDS: (HEAVY) May require standing and walking on uneven terrain or slippery surfaces, lifting and carrying up to 125 pounds., heavy overhead lifting up to 125 pounds, pushing and pulling up to 225 pounds of horizontal force, climbing ladders and uneven terrain, balancing and jumping, frequent bending and twisting, crawling, kneeling, crouching and normal corrected vision and hearing. (Complete physical analysis on file in the Manager's Office).

MINIMUM QUALIFICATIONS:

Experience: Prefer previous experience in public works construction and maintenance or similar work; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.