

PUBLIC WORKS LABORER JOB DESCRIPTION

I. PURPOSE

The purpose of the Public Works Laborer position is to assist in maintaining and developing the public works system in the City.

II. AUTHORITY

The Public Works Laborer employee has the authority to perform such duties as required for the efficient administration of the public works system. The Public Works Laborer employee is directly responsible to the Public Works Superintendent.

III. QUALIFICATIONS

The Public Works Laborer employee must have a high school diploma or GED and have considerable knowledge of equipment and procedures used in developing and maintaining parks. Must have a Class D driver's license. (Comparable Worth Rating – N/A)

IV. DUTIES

1. Mow or weed whip City Parks, cemetery, and building grounds.
2. Maintain ball fields by mowing, dragging and striping.
3. Assist in repair and installation of playground equipment.
4. Miscellaneous maintenance duties such as fence repairs, trash pick-up, and picnic tables.
5. Perform labor related to street maintenance.
6. Miscellaneous maintenance and repairs of City buildings.
7. Clean sign flower bed's and around city hall.
8. Keep city vehicles clean inside and out. Do storm clean up of equipment.
9. Performs other related duties as directed by the City Council, Administrator, and Public Works Superintendent.

V. KNOWLEDGE/SKILLS/ABILITIES

- Knowledge of practices, methods, and techniques used in park and street maintenance.
- Ability to service and maintain equipment used in park and street maintenance.
- Skilled in the use and care of tools used in park and street maintenance.
- Ability to perform manual labor and meet physical demands of work involved.
- Ability to maintain work records.
- Ability to work extra or flexible hours as needed to complete assigned jobs.

VI. PHYSICAL DEMANDS

- Must be able to lift over 50 pounds occasionally from floor to waist level and waist to shoulder level.
- On a frequent basis must be able to stand and/or walk.
- On an occasional basis must be able to bend, twist/rotate.
- Ability to work with arms extended and bent on occasion.
- On an occasional basis must be able to push/pull with arms with force of up to 50 pounds while performing labor work.
- On an occasion basis must be able to use hands and fingers to grasp/manipulate levers and steering wheel in a coordinated manner.
- On a continuous basis must be able to maintain balance while climbing in and out of equipment cab.

VII. ENVIRONMENTAL CONDITIONS

- Environmental conditions to include operating equipment under adverse weather conditions; extremes of noise, vibrations. Fumes and dust may be present while performing job responsibilities.
- Hazardous conditions to include moving parts on equipment and machines.
- Hazardous materials to include skin irritants, lung irritants, odors/toxic fumes, chemicals, electrical radiation and hazardous materials.

VIII. NON-DISCRIMINATION POLICY

The City of Ham Lake does not discriminate on the basis of handicapped status in the admission or access to, or treatment, or employment in its Programs and activities.

Dated: March, 2010

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