

Job Title: Laborer	Hours per week: 40	FLSA Status: Non-Exempt
Reports to: DPW Superintendent	Department: Public Works	Grade: Grade 3(Contract)
Created date:	Revised date:	Approved date:
Created by:	Revised by:	Approved by:

**TOWN OF STERLING
LABORER**

Statement of Duties

Performs a range of semi-skilled manual duties including the operation of motor vehicles and DPW equipment; all other related work as required.

Supervision

Works under the direct supervision of Superintendent or Assistant Superintendent of Public Works. Incumbent receives direct orders from a supervisor who indicates the general work to be performed and outlines the services to be provided. While an employee receives work instructions on the job, employee exercises independent judgment and initiative in the provision of services.

Job Environment

Work is performed mainly out-of-doors in all kinds of weather conditions. Incumbent is expected to perform work while walking on rough terrain, often working outside of a vehicle digging ditches, loading and unloading materials, mowing lawns, etc.

Most contact is with supervisor for the purpose of receiving work assignments and instructions. Other contacts are with co-workers for the purpose of exchanging information about the work at hand. Makes occasional contact with the general public for the purpose of reporting potential safety hazards or supplying general information or assistance. Contact is by telephone, in person, and personal meetings.

Errors in the use of equipment in accordance with established procedures could lead to endangerment of public health and safety; could result in monetary loss, reduced levels of service, confusion and delay in the provision of services and could have legal and/or financial repercussions for the town.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Operates a variety of motor vehicles, power and hand tools including air compressor, jackhammer, chain saw, lawn mower, snow blowers and plows.

Performs basic laborer and maintenance tasks depending upon the extent of training and experience acquired through vocational training and on-the-job training.

Performs work in recycle center with the ability to operator cash register, cardboard baler, and cycle compactors.

Performs work on buildings and structures by painting, carpentry and some building maintenance tasks such as replacement of windowpanes, changing light fixtures, adding or replacing shelves etc.

Shovels snow and removes ice from public areas; may drive trucks under 26,000 G.V.W. in snow removal operations and assists in the sanding/salting of roads.

May be required to perform duties during off-duty hours including when called from standby status for emergencies.

Performs other similar or related work as required or as the situation dictates.

Recommended Minimum Qualifications

Education and Experience

High School degree plus at least one-year prior experience in general maintenance and construction work; or any equivalent combination of education and experience which provides the required knowledge, skills, or ability required.

Special Requirements

Mass Driver's License

Knowledge, Ability, and Skill

Knowledge: Working knowledge of operation. Working knowledge of operation and maintenance of power driven equipment and use of hand tools generally used in public works construction and maintenance work. Working knowledge of occupational hazards and of safety precautions to be exercised to ensure safe operation of vehicle, and to assure the safety of fellow workers and the general public.

Ability: Ability to interact in a positive and effective manner with employees and the general public. Ability to execute oral and written instructions in a precise manner. Ability to analyze the proper performance of a motor vehicle by following a preventive maintenance service schedule. Ability to operate motor vehicles, including trucks less than 26,000 pounds and power and hand tools.

Skill: Excellent employee relations and public relations skills and ability to handle multiple tasks. Good judgment, motor operating skills and able to maintain effective staff and customer relations.

Must be able to run plow vehicles under 25,000 pounds through specified routes.

If qualified may receive CDL training for advancement

Physical and Mental Requirements

Moderate to heavy physical effort required in connection with the operation and maintenance of department equipment and performing manual tasks. Physical demands may require the changing of a flat tire and occasional lifting of objects up to 100 pounds. Must be able to access all areas of a construction work site. Traffic congestion could be stressful and the incumbent must use caution while driving, particularly during inclement weather. There is likely to be a great deal of standing, walking, sitting and talking or hearing; use of hands to finger, handle or feel objects, tools or controls and to reach with hands and arms, bending and climbing and working in dimly lit areas. Must be able to hear normal sounds, distinguish sound as voice patterns and communicate orally. Specific vision requirements include close vision and the ability to adjust and focus. The use of equipment can often be conducted in hazardous conditions, and employee must be watchful at all times for potential safety hazards.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.