

TOWN OF CHASE CITY JOB DESCRIPTION

JOB TITLE: LABORER PUBLIC WORKS DEPARTMENT

GENERAL STATEMENT OF JOB

Under direct supervision, performs unskilled manual maintenance and construction work for the Town's Public Works Department. Manual work requires no special training and little or no experience. Work involves the ability to do heavy physical labor. The employee should be of good moral character. Reports to the Crew Leader.

SPECIFIC DUTIES AND RESPONSIBILITIES

Performs manual labor in all areas of the Public Works Department; work is routine consisting of unskilled manual tasks.

Duties require the ability to do heavy physical labor efficiently.

The laborer works under the immediate supervision of the crew leader who lays out the details of each specific assignment and constantly checks the work in process and upon completion.

Performs landscaping duties on public grounds and streets.

Performs various manual labor utilizing shovels, posthole diggers, pitch forks, jackhammers, etc.

ADDITIONAL JOB FUNCTIONS

Directs traffic during public works projects.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Any combination of training and experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Must possess a valid driver's license issued by the Commonwealth of Virginia.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including air hammers, lawn mowers, weed eaters, hand tools, shovels, hoes, rakes, pruning equipment, etc. Must be able to operate a motor vehicle. Must be able to exert up to 100 pounds of force occasionally and/or up to 60 pounds of force frequently, and/or up to 20 pounds of force constantly to lift, carry, push, pull or otherwise move objects. Physical demand requirements are for Medium Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to speak to people in standard English.

Intelligence: Requires the ability to apply commonsense understanding to carry out instructions furnished in written, oral or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to record and deliver information, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas. Must to able to add and subtract; multiply and divide.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using motorized equipment and hand tools.

Manual Dexterity: Requires the ability to handle a variety of items, such as motorized equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

Physical Communication: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken word; hearing - perceiving nature of sounds by ear).

Knowledge of Job: Has working knowledge of the standard methods, materials and equipment employed in basic landscaping and grounds and street maintenance operations. Has working knowledge of the operation of the equipment and tools used in grounds and street maintenance. Has some knowledge of the occupational hazards and proper safety precautions to be taken in grounds and street maintenance work. Is able to use tractors, power lawn mowers and power and hand tools. Is able to perform strenuous work under varying weather conditions. Is able to understand and follows

oral and written instructions. Is able to establish and maintain effective working relationships as necessitated by work assignments.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains quality communication and interacts with all co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities.

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision of objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified i.e., communications, variance with Town policy or procedures, etc.

Relationship with Others: Shares knowledge with supervisor for mutual and Town benefit. Contributes to maintaining high morale among all Town employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, to project a good Town image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the Town. Emphasizes the importance of maintaining a positive image within the Town. Interacts effectively with fellow employees, Street Foreman, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule

accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings and deadlines.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.