

**CITY OF LESLIE
DRAFT JOB DESCRIPTION**

DPW LABORER

Supervised by: DPW Director

POSITION SUMMARY:

Under the direct supervision of the Superintendent of Public Works, performs general labor in support of a wide range of public works projects to maintain and upgrade the City's infrastructure. Activities range from roadwork, utility system maintenance, grounds keeping, facilities maintenance and related work.

ESSENTIAL JOB FUNCTIONS:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Adheres to all applicable safety procedures while operating equipment and tools, working with chemicals or electrical sources, accessing confined spaces, and while working in other dangerous situations.
2. Maintains daily logs of projects and the equipment, vehicles and materials used.
3. Participates in the routine maintenance and basic repair of City equipment and vehicles. Records preventative maintenance activities according to established procedures.
4. Provides manual labor in support of the regular maintenance and special projects related to City streets, sidewalks, parking lots, alleys and related infrastructure. Labor may involve patching, curb repair and construction, manhole maintenance, snow and ice removal, traffic sign repair or replacement, pavement markings, streetlight maintenance, and other projects as assigned.
5. Provides manual labor in support of regular maintenance and special projects associated with City utility infrastructure. Labor may involve installing, repairing, flushing and maintaining water mains and lines, storm and sanitary sewer lines, fire hydrants, and water meters. Participates in regular meter reading activities and shut-offs.
6. Performs general and skilled maintenance and custodial tasks on City buildings and facilities. Cleans City buildings and facilities and completes basic repairs.
7. Provides manual labor in support of general grounds keeping and special landscaping projects including mowing, trimming, planting, tree trimmings and removal, chipping, leaf pick-up, brush pick-up, storm clean-up and other activities as required. Maintains parks, pools, and associated facilities as directed.
8. Under adequate supervision, operates vehicles and trucks of various sizes and weights and a variety of public works equipment such as loader, bucket truck, dump truck, tractor, mower, blower, chipper, and others.

9. Represents the Public Works Department by establishing and maintaining effective relationships with the public and other employees. Responds to public inquiries and refers complaints to director.
10. Assists with special events and seasonal projects. Puts up holiday decorations, places barricades for parade routes and prepares City buildings, parks and grounds.
11. Responds to emergencies and is available on stand-by basis, at night or on weekends or holidays, as operational needs demand.
12. Perform special projects as assigned.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Educational requirements include high school diploma or the equivalent.
- Experience requirements include one or more years of responsible work experience in general labor, construction, or related field.
- A valid Michigan driver's license is required.
- A Commercial Driver's License (CDL) is required, or in the absence of current license, CDL must be obtained by the end of the probationary period.
- Obtain MDEQ water licenses, must be obtained as soon as MDEQ allows.
- Knowledge of safety procedures and precautions involved in equipment operation, maintenance work and confined space entry.
- Knowledge of the tools, materials and equipment used in the repair and maintenance of infrastructure systems.
- Skill in the use of public works vehicles, equipment, tools, and materials utilized in public works projects.
- Skill in completing a variety of construction, repair, custodial and maintenance tasks.
- Ability to effectively communicate, understand instructions, and follow directions.
- Ability to establish effective working relationships, use good judgment, initiative and resourcefulness when dealing with other employees and the public.
- Ability to work effectively under stress, with changes in work priorities, and in emergency situations.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

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

An employee in this position spends the majority of their time in the field at various public works project sites. This may include sites with treacherous terrain, requiring the employee to traverse uneven ground, access confined spaces, climb up or crawl down, and may involve fumes, dust, chemicals or other hazardous materials, loud machinery and equipment and other dangers associated with construction sites and public works maintenance activities.

While performing the duties of this job, the employee is regularly required to communicate with others, in person and by radio and travel to other locations. The employee's environment can range from an office or garage setting to highly precarious situations, including accessing confined spaces. Physical demands, therefore, range from sitting in an office or vehicle to the significant physical exertion associated with completing public works projects requiring pulling, pushing, lifting and other forms of physical exertion. Employees are frequently required to lift up to 75 lbs to their waist and 25 lbs above head.

The employee is frequently required to use sight, physical strength and manual dexterity to complete projects, and may be frequently exposed to outside weather conditions, high, precarious places, confined spaces, fumes or airborne particles, toxic or caustic chemicals, risk of electric shock, vibration, and other dangerous or physically demanding situations. The noise level in the work environment can range from quiet to very loud.

Working Conditions

- Exposure to daily weather changes to include inclement weather, temperature changes and public pedestrian and vehicular traffic
- Exposure to material and equipment that requires specific and detailed safety use to prevent physical injury to self and subordinates as provided in a standard body of safety rules and regulations.