

## Job Description – City of Groves



Job Title: Laborer I – Streets/Drainage  
 Department: Public Works – Streets/Drainage  
 Reports to: Foreman - Streets & Drainage  
 Pay Grade: 101  
 FLSA Category: Non-exempt  
 Schedule: 40 hours/week  
 Date Revised: March 2, 2012

### **BRIEF DESCRIPTION OF THE JOB:**

Under general supervision, perform both routine and skilled heavy, physical work in the construction, maintenance and repair of City grounds, storm sewer and traffic thoroughfare systems consisting of various size and types of piping and pavements. Perform 24 hour stand-by duties as required for operations, maintenance and safety of facilities.

### **ESSENTIAL DUTIES AND LEVEL OF STRENGTH EXERTED ON EACH:**

[S = Sedentary (0-10 lbs); L = Light (10-25 lbs); M = Medium (25-50 lbs); H = Heavy (50-100 lbs); VH = Very Heavy (over 100 lbs)].

<b>Strength Exerted</b>	<b>Description of Essential Job Duties</b>
H	Perform heavy manual labor to install, repair and maintain drainage structures, including culverts and storm sewers, and traffic thoroughfare systems.
H	Operate heavy construction tools such as jackhammers and motorized pipe cutting equipment, mechanical compaction and paving equipment.
H	Perform construction of and basic repairs on storm sewer piping, appurtenances and traffic thoroughfare system components, including various types of pavement. Carry equipment and materials for maintenance and repair of storm sewers and pavement, including opening manholes, vaults, etc. and grade, patch and maintain improved/unimproved streets. Shovel and carry heavy loads.
H	Dig holes using sharp shooter shovels, round points and square shovels.
M	Drive and operate Public Works vehicles and equipment. Stock, clean, and arrange tools in work truck.
L	Provide traffic control through flagging, traffic control devices and signaling to ensure worksite safety.
M	Carry and operate equipment, tools and materials such as weedeaters, power lawnmowers, clippers, power saws and leaf blowers to maintain, garden and repair City grounds and facilities, including mowing, using weedeater and leaf blower.
M	Maintain and repair City grounds and facilities, including minor plumbing, electrical, air conditioning, refrigeration and mechanical repair and painting.

### **OTHER ESSENTIAL DUTIES:**

- Shoot grades.
- Run sewer truck.
- Perform ground maintenance and heavy manual labor outdoors year round; must be able to withstand temperature extremes of heat and cold.
- Fabricate signs.
- Regular and reliable attendance

**OTHER DUTIES:**

- Assist other departments as required.
- Perform other related duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

This position has no supervisory responsibility.

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:** A combination of education and experience and professional skills that best meets the needs of this position will be considered. Some considerations are:

- Ability to understand and follow orally communicated instructions.
- Ability to read and complete work orders, memos, basic written correspondence, and perform basic math calculations.
- Ability to reason and know when to make decisions and when to ask for instructions.
- Ability to safely and effectively operate complex machinery and equipment and drive motor vehicles.
- Knowledge of working hazards and applicable safety precautions; care and use of tools and equipment used in the installation and maintenance of storm sewer and paving systems.
- Ability to perform heavy manual labor in outdoor conditions of extreme heat and cold while in the presence of mechanical or natural hazards
- Basic knowledge of methods for installation and repair of storm sewers of various size and capacity, ditches, and confined space entry.
- Basic knowledge of installation, maintenance and repair of various paving systems and associated structures.
- Each employee of the City of Groves is identified by the City to be part of the emergency response team before, during and/or after any emergency or disaster. Essential personnel are required to work before, during and/or immediately after an emergency or disaster.

**EDUCATION AND EXPERIENCE:** A combination of education and experience and professional skills that best meets the needs of this position will be considered. Some considerations are:

- High school diploma or equivalent required.
- One year of experience in the storm water conveyance or pavement construction fields preferred.

(Years of education/experience may be considered in selection process with regard to minimum qualifications)

**CERTIFICATES AND LICENSES REQUIRED:**

- Valid Class "C" Texas Drivers License required.
- Ability to obtain Class A or Class B Commercial Drivers License within 180 days of employment.

**ENVIRONMENTAL FACTORS AND SAFETY HAZARDS:**

Large capacity pumping equipment, working around heavy equipment, cave-ins. Working in outdoor conditions of extreme heat and cold while in the presence of mechanical or natural hazards.

**TOOLS AND EQUIPMENT USED:**

Dump trucks, crew trucks, compaction equipment (rollers, vibratory, etc.), sweeper, chainsaw, jack hammer, sledgehammer, compressor, skid steer, limb truck, motorized pipe saws, front end loader, wrenches, shovels, rakes, hammers, weed eater, mower, clippers, power saws, leaf blowers, and lifting harnesses.

**DESCRIPTION OF PHYSICAL DEMANDS TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB AND PERCENTAGE OF TIME SPENT ON EACH:**

Frequency: C = Constantly (2/3 or more of the time); F = Frequently (1/3 to 2/3 of the time);  
O = Occasionally (up to 1/3 of the time); R = Rarely (less than 1 hour per week).

Physical Demand	Frequency	Description of Demand
Standing/Walking	C	Walking or standing on paved and natural surfaces such as turf, gravel, and dirt.
Sitting	O	Primary work is field operations of storm sewer conveyance and pavement maintenance.
Lifting/Carrying	F	Carrying equipment and materials for maintenance and repair of drainage and street repairs and maintenance such as opening manholes, vaults, etc. up to 100 lbs. Load/unload equipment, materials, tools, etc. from City vehicles.
Pushing/Pulling	O	Entering and traveling inside piping systems to perform visual inspection and identify structural failures.
Reaching	O	Physical activities performed in repair and installation of storm sewer conveyance and pavement systems.
Fine Dexterity/Handling	F	To operate tools, equipment, machinery, vehicles. Some use of the computer, calculator and writing.
Crouching/Crawling	F	Necessary movements consistent with performing repair and construction of storm sewer and pavement system components.
Twisting	F	Necessary movements consistent with performing repair and construction of storm sewer and pavement system components.
Kneeling/Bending/Twisting	F	Necessary movements consistent with performing repair and construction of storm sewer and pavement system components, including trench/confined spaces. Operate equipment.
Climbing	F	Necessary movements consistent with performing repair and construction of storm sewer and pavement system components including culverts, ladders and stairs. Operate equipment.
Vision	F	Perform repairs, and process information to assess factors relating to storm sewer and pavement system repairs.
Hearing/Talking	F	To communicate with employees, citizens, and construction contractors and personnel on the phone and in person.
Foot Controls	F	Operating required equipment to perform daily activities.

**DESCRIPTION OF NON-PHYSICAL DEMANDS AND PERCENTAGE OF TIME SPENT ON EACH:**

[Frequency: C = Constantly (2/3 or more of the time); F = Frequently (1/3 to 2/3 of the time);  
O = Occasionally (up to 1/3 of the time); R = Rarely (less than 1 hour per week)].

F\_ time pressures

O\_ irregular schedule

F\_ frequent change of task

F\_ tedious exacting work situation

F\_ performing multiple tasks simultaneously

O\_ emergency situations

O\_ danger/physical abuse

C\_ noisy/distracting environment

C\_ working closely with others as part of a team

other: \_\_\_\_\_

**Applicant Notes:**

- Pre-employment drug screens required and substance abuse policy enforced.
- The City of Groves is an at-will employer.
- The job description is a general summary; it is not an all-inclusive list of job duties, and employees will be called upon to complete other duties as assigned.
- **Applications are required to be considered for open positions.** A resume may be provided, but does not take the place of a completed application.

***Job Description Acknowledgement Form***

I have received, reviewed and fully understand the job description for Laborer I – Streets & Drainage. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

***Employee Name*** \_\_\_\_\_ ***Date*** \_\_\_\_\_

***Employee Signature*** \_\_\_\_\_