

## **LABORER**

**Department:** Department of Public Works  
**Division:** Water Distribution  
**Appointing Authority:** Director

**Grade:** 8  
**Revision Date:** 11/19  
**Bargaining Unit:** W

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### **DEFINITION:**

Performs routine and semi-skilled manual work in the construction, operation and maintenance of water distribution system; manual labor, construction, and maintenance activities; all other related work as required.

### **SUPERVISION:**

Works under the direction of the Field or Assistant Field Superintendent, or senior staff.

May instruct or direct workers or helpers but performs no formal supervisory functions.

### **ENVIRONMENT:**

Work is performed indoors and out of doors. Work done under field conditions involve walking and climbing over uneven terrain; exposure to sun, wind, dust, heat, cold, rain, snow, insects, poison ivy, gasoline or diesel fumes, traffic, noise; walking moderate distances; carrying and lifting requiring physical strength and endurance for extended periods. Work done indoors is within normal city garage or yard workshop conditions.

Errors in judgment and performance may result in damage to or loss of information, delay in or loss of service, possible monetary loss, or adverse legal consequences to the city as well as impact on employee morale, confusion and delay.

Errors in equipment operation may cause legal or financial repercussions, damage to equipment or facilities, personal injury, injury to colleagues, or danger to public health and safety.

Must drive self and equipment to job sites as necessary.

**ESSENTIAL FUNCTIONS:** (The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. 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.)

Manual work in the construction, operation, and maintenance of water mains, water services, water gates, fire hydrants, water meters, valves and all related connections and fittings to ensure conformity to standard delivery and service requirements and regulatory standards; including cuts, taps, and threads of water pipe and making of copper, plastic or other joint connections; opens and closes main valves (manually or with valve operating equipment) for water main extensions or repairs; locates valves and water meters using quarter section maps or electronic detectors; raises, lowers or relocates water mains, water meters, valves, and fire hydrants to allow clearance for other utilities or improvements; sets meter boxes and water meters and records meter readings and other required meter identification information.

Assists in the performance of hydrant flow tests, interior plumbing work, thawing of frozen services, house interior leak detection, exterior street leak detection, water service and main taps, be safely able to operate gate and curb stops.

Assists in the repair, testing and accurate operation of city water meters with ability to disassemble, clean, adjust, repair and overhaul all types and makes, including taking apart single and dual chamber meters; repair or replace worn and defective parts, make adjustments and reassemble; may also install or replace water meters, keeping records of installations and exchanges; reports defects, leaks in mains and irregularities such as grounding electrical wires to water lines and illegal water connections.

May be required to operate equipment such as service tapping machines, leak detectors, pipe locators, metal detectors, dump truck, backhoes, front end and compact loaders.

Answers routine question from the general public at job sites, explaining reasons for water system problems; refers public complaints to supervisor for resolution; keeps simple records; reads blueprints to locate water lines.

Laborer duties may include digging ditches, trenches, post holes and loading of dirt and construction materials; shovel, spread and tamp asphalt; break, remove and load old concrete and prepares sidewalks, curbs and streets for repairs; use assorted hand tools such as shovels and standard construction or carpentry tools; use assorted pneumatic tools such as portable pumps, air compressors, jackhammers, air drills.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

Educational level sufficient to understand and follow specific verbal or written instructions with math ability, usually accomplished by achieving High School or GED diploma; and, to provide written equipment and other requisite reports. Must have sufficient experience (three to five years) of relevant experience resulting in ability to independently perform standard duties of the position; or any combination of education and experience resulting in ability fully perform the position.

**Knowledge, Ability, Skill, Attitude:**

Knowledge of methods, equipment and tools used in laying and repair of water lines, services and associated appenditures. Must have knowledge and ability to operate assigned vehicles in a safe and approved manner and the performance of duties in their operation; knowledge and ability in the work safety procedures and practices in water system maintenance and repair.

Ability to establish and maintain satisfactory relationships with supervisors, coworkers, and the general public; to follow oral and written instructions. Aptitude for and ability to safely operate tools and equipment utilized by the department. Ability to read and understand simple blueprints. Must be punctual and perform all aspects of job responsibilities with honesty and integrity. Ability to perform strenuous duties.

Ability to effectively and completely perform duties with limited supervision, to work alone or with a crew; to read and interpret written instructions and documents; to work effectively with frequent interruptions.

**Physical Requirements:**

Moderate to heavy physical effort required to perform manual tasks requiring consistent physical strength, flexibility and endurance for extended periods and possibly under adverse weather conditions, including ability to lift valves, pipeline; enter, descend, ascend and exit trenches. Ability to work in confined spaces. Normal working day involves walking, standing, sitting, climbing with moderate to frequent body movements such as reaching, bending, twisting, grasping, pulling and pushing materials up to eighty (80) lbs. Good vision required for instrument reading and ability to perform close vision, distance vision, peripheral vision and the ability to adjust focus.

Ability to operate trucks and tools of the position; to travel between job locations.

Must use appropriate personal protective and ventilation equipment or procedures when exposed to chemical or other materials in course of work.

**Special Requirements:**

Must possess valid Massachusetts Class B Operator’s License or equivalent from reciprocal State (CDL) with Air Brake Certification; applicable hoisters license(s) for position; any other licenses/endorsements as required by State or Federal law; and Grade 2D water distribution license; must be willing to work a variety of work schedules to include overtime in water system emergencies and is subject to call-out during non-working hours. Must successfully pass CORI/ SORI checks; must have an acceptable driving record and be insurable under city’s policy; must pass pre-employment physical and drug screen pursuant to the DOT Regulations.

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

**Approved:**

EXECUTED 11/26/2019 AND ON FILE IN THE HR DEPARTMENT

\_\_\_\_\_  
Human Resources Director

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Date

Revision History: 7/77; 5/10, 8/15, 7/18, 11/19

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Department Head

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Mayor