

Class Title: Laborer III

Department: Maintenance

Supervisor: Works for all City Departments; Reports to Mayor, Superintendent of Department Assigned, or Equipment.

Supervises: May Supervise Crew in Absence of a Higher Authority

Class Characteristics: Under general supervision, performs semi-skilled and manual labor work activities in the construction, installation, maintenance, repair and cleanliness of water distribution system, wastewater collection system, public works activities, parks, cemetery, and other needs of the city; performs related work as required.

Distinguishing Features of Class: Employees in this Class may be either full-time or part time; in addition, volunteers may staff this Class. Full-time and part-time employees are subject to the City's Classification Plan. Volunteers shall receive stipend pay as set by Mayor and City Council. Volunteers shall not be considered as employees of the City.

General Duties and Responsibilities

Essential: Assists with construction, installation, maintenance, repair and cleanliness of water distribution systems, wastewater collection system, public works activities, parks, cemetery, and other needs of the city. Installs and/or replaces lines, meters, regulators; raises meter jars. Makes water and sewer taps. Locates water and wastewater lines. Inspects and locates leaks in lines. Installs/builds manholes; cleans/flushes wastewater lines as required. Repairs lift stations. Pours concrete, blacktop, etc. Mows grass; cuts trees and limbs. Assists with keeping all equipment in working order. Performs servicing and assists with preventive maintenance programs on equipment; makes minor repairs and/or adjustments to equipment; forwards requests for major repairs to superiors. Cleans vehicles, equipment and tools after use. Operates equipment after obtaining appropriate licenses, certification, and training. Reads water meters.

Non-essential: None

DESIRABLE QUALIFICATIONS

Training and Experience: High school diploma or equivalent supplemented by at least 15 years of combined Laborer I and/or Laborer II experience, or equivalent work experience, or sufficient knowledge to perform job duties.

Special Knowledge, Skills, and Abilities

Knowledge: Knowledge of equipment, materials, methods, and techniques used in construction, installation, maintenance and repair of water distribution systems, wastewater collection systems, and public works activities. Knowledge of the servicing and maintenance requirements of mechanical equipment and machinery. Knowledge of geography of the service

area; including location of meters. Knowledge of work hazards and applicable safety precautions associated with equipment, tools, vehicles and procedures; and ability to comply with safety standards.

Abilities: Ability to operate motorized equipment. Ability to assist with maintenance (or preventative maintenance) and servicing program. Ability to perform work activities involving carpentry, electrical, plumbing, painting, pouring concrete, etc. Ability to detect mechanical problems and make minor repairs. Ability to establish and maintain effective working relationships with officers, department directors, other employees, and the general public. Physical ability to perform heavy labor for extended periods of time, often under adverse weather conditions.

ADDITIONAL INFORMATION

Instructions: Instructions are somewhat general; many aspects of work covered specifically, but must use some of own judgement.

Processes: Must occasionally consider different courses of action, or deviate from standards procedures, to get the job done.

Review of Work: Most or all of completed work is reviewed.

Analytical Requirements: Duties are of a routine nature.

Physical Requirements of the Job: Work requires standing, walking, stooping; must lift objects over 25 pounds; work is performed outdoors regardless of weather conditions; must operate vehicle and equipment; required to be in high places, confined spaces, using stairs and ladders; exposed to fumes, chemicals and toxic substances.

Tools and/or Equipment Used: Dump truck, trencher, lawn mower, welder, trapping machine, jack hammer, line locator, air compressor, sewer machines, hand tools.

Contacts: Frequent public and internal contacts are requirements of the job.

Confidential Information: Little to no use of confidential information.

Mental Effort: Moderate

Interruptions: Few

Special Licensing Requirements: Must possess and maintain a valid driver's license issued by the Commonwealth of Kentucky; at the discretion of the city, may be required to obtain and maintain a Commercial Driver's License.

Availability: Must be able to respond to calls in emergency situations at all hours.

Certification Requirements: Possession of a Class II water distribution license preferred, but not required.

Additional Requirements: Upon receipt of a Commercial Drivers License, must participate in the city's drug and alcohol testing program as a condition of continued employment.

Additional Information: None

Overtime Provision: Non-exempt