

CITY OF MARTINSBURG



**JOB: PUBLIC WORKS LABORER**

**DATE: 8/16/2017**

**PAY GRADE: 7  
PAGE 1 OF 5**

**REPORTS TO: PUBLIC WORKS  
DIRECTOR**

**1. TASK & DUTIES LIST AND MEASURES OF PERFORMANCE FOR: PUBLIC WORKS LABORER**

- **PAY STATUS: NON-EXEMPT**

**2. REQUIREMENTS:**

	<b>Education:</b>	High school diploma or GED equivalent, or any equivalent of combination of related education and experience.	
	<b>Licensing, Registration or Certification:</b>	Background check must be satisfactory. Pre-employment screenings must be passed. Must possess or be able to obtain at time of hire, and maintain a valid WV drivers license.	
	<b>Experience</b>	Education and/or experience above or any equivalent combination of education and experience.	
	<b>Skills, Knowledge and Abilities:</b>	Some knowledge of equipment, methods and procedures used in Public Works jobs, and other manual work assignments. Ability to perform heavy manual tasks for extended periods of time. Ability to work safely. Ability to effectively meet and deal with the public, always being polite as a representative of the City. Skill in operation of some of the various tools and equipment. Ability to use and operate light motorized vehicles and equipment, including common hand and power tools, pitch forks, rakes, shovels, wheelbarrows, wrenches, mobile radio or portable radio. Ability to communicate ideas effectively both orally and in writing, with people on all levels and to understand and carry out verbal and written instructions. Ability to establish and maintain effective working relationships with City officials, department heads, associates and the general public.	
	<b>Physical:</b>	<b>Body Positions:</b>	Standing, walking, sitting, climbing, balancing, stooping, kneeling, crouching and crawling.

CITY OF MARTINSBURG



**JOB: PUBLIC WORKS LABORER**

**DATE: 8/16/2017**

**PAY GRADE: 7  
PAGE 2 OF 5**

**REPORTS TO: PUBLIC WORKS  
DIRECTOR**

		<b>Body Movements:</b>	<p>Must use hands to finger, handle, feel or operate objects, tools, or controls.</p> <p>Must be able to meet any required physical standards.</p> <p>Reach with hands and arms.</p> <p>Must be able to constantly lift and/or move up to 65 pounds and occasionally lift and/or move up to 100 pounds.</p> <p>Stand, walk, sit, kneel, stoop, crouch, climb, balance and crawl.</p>
		<b>Body Senses</b>	<p>Sight, hearing, speech and smell. Must be able to speak and hear. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.</p>
	<b>Mental:</b>	<b>Language</b>	<p>Ability to read, speak and write English. Ability to effectively communicate and project positive attitude. Must be able to communicate effectively verbally and in writing.</p>
		<b>Supervision Exercised</b>	None
		<b>Reasonable Accommodations</b>	Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

3. **TASKS and DUTIES OF JOB: General Definition:** Performs a variety of unskilled and semi-skilled work, and operates a variety of smaller equipment, within the daily operation of the Public Works Department. Employee works under the direct supervision of the Public Works Director. Employee is required to use or operate light motorized vehicles and equipment, including common hand and power tools, pitch fork, rakes, shovels, wheelbarrows, wrenches, mobile or portable radio. While performing the duties of this job, the employee regularly works outside in weather conditions of all types. The employee is exposed to heavy lifting while handling garbage and recyclables and performing other duties while working in the public right of way. Moving in and around traffic is hazardous and dangerous. Use of manual and power tools may be hazardous if used improperly. Employee must use all safety issued equipment properly in the performance of the duties of this

CITY OF MARTINSBURG



**JOB: PUBLIC WORKS LABORER**

**DATE: 8/16/2017**

**PAY GRADE: 7  
PAGE 3 OF 5**

**REPORTS TO: PUBLIC WORKS  
DIRECTOR**

**position, improper neglectful use adds a hazard to the job being performed. The employee is exposed to fumes or air borne particles, toxic or caustic chemicals. Noise level in the work environment is usually loud.**

1	Maintains the required confidentiality of all work.
2	Performs manual laborer tasks for the various needs of the department operations. Assists with the collection of garbage on a designated route, picking up solid waste containers, including recyclables or yard waste as assigned, and depositing the containers into a collection vehicle, and returning containers to the prescribed area.
3	Makes special collections as assigned using smaller collection vehicles.
4	Performs duties as flagman when City crews work in the public right-of way.
5	Observes surrounding conditions such as citizens, equipment, property, etc. in order to assure that solid waste is collected in a safe manner; regulates traffic in hazardous conditions in order to assure safety conditions for the collection personnel and the general public.
6	Assists vehicle drivers with backing equipment whenever equipment is moved in reverse. Serves as a helper using various power equipment.
7	Washes vehicles and equipment.
8	Performs routine inspection and preventative maintenance on assigned equipment and refers defects or needed repairs to a supervisor; cleans equipment.
9	May perform minor equipment maintenance such as oil changes, greasing, washing, tire changing and installation of snow chains to keep equipment in safe operating condition.
10	Responds to complaints at the curb; resolves complaints within scope of authority; explains actions to supervisor.
11	Performs all duties in conformance to appropriate safety and security standards.
12	Checks assigned equipment for fuel, oil and water, replenishes as necessary and performs other routine equipment preventative maintenance.
13	May occasionally be required to perform %shop+duties such as; assisting mechanics, sweeping floors and streets, shoveling snow, using shovels, rake, picks and other applicable equipment in construction of City projects.
14	Assists in carpenter work, masonry work and concrete work. Digs drainage ditches cleans out culverts and repairs roads/ streets. Mixes mortar with shovel or hoe using proper amount of water,

CITY OF MARTINSBURG



**JOB: PUBLIC WORKS LABORER**

**DATE: 8/16/2017**

**PAY GRADE: 7  
PAGE 4 OF 5**

**REPORTS TO: PUBLIC WORKS  
DIRECTOR**

		cement and sand, pours footers, and handles brick and block for building.
	<b>15</b>	Pushes wheelbarrow to move dirt, sand, stone, asphalt, debris, and any other material as assigned.
	<b>16</b>	Cuts grass with push power mower or other special equipment, cuts hedges, rakes leaves and assists with various clean-up work.
	<b>17</b>	Loads and unloads heavy material from trucks and vans. Moves or aids in moving heavy boxes or equipment and other bulky objects.
	<b>18</b>	Assists tree trimming crews with brush removal.
	<b>19</b>	Any and all other duties assigned by the Public Works Director.

**4. MEASURES OF PERFORMANCE:**

	<b>1</b>	Has a thorough understanding of job duties.
	<b>2</b>	Shows an interest in job and City. Represents the City in a professional and ethical manner.
	<b>3</b>	Communicates effectively with co-workers and supervisors. Maintains positive relationships with co-workers, City officials, the public and all contacts.
	<b>4</b>	Accepts and adapts to change, Learns new things quickly.
	<b>5</b>	Cares about quality-rarely makes errors, Requires little direct supervision, able to work independently.
	<b>6</b>	Has ability to multi task in changing situations, without undo stress or frustration.
	<b>7</b>	Practices quality employee/customer service/phone manner/public engagement.
	<b>8</b>	Accurate in duties as assigned.
	<b>9</b>	Prepares required reports accurately and timely.
	<b>10</b>	Strives to develop and maintain skills necessary to progress in the Public Works Laborer position. Seeks opportunities to grow and develop in position.

CITY OF MARTINSBURG



**JOB: PUBLIC WORKS LABORER**

**DATE: 8/16/2017**

**PAY GRADE: 7  
PAGE 5 OF 5**

**REPORTS TO: PUBLIC WORKS  
DIRECTOR**

**I have reviewed, and understand the task and duty description. The job description is not exhaustive, but is merely an accurate list of the current job. Supervision reserves the right to revise the job description or require that other tasks be performed when the circumstances of the job change: example, emergencies, changes in personnel, workload or technical development.**

**Employee**

**Date**

**Supervisor**

**Date**