

## **PUBLIC SERVICES-LABORER**

### **Summary**

Perform work and field operations of the Public Works Department. Perform related work as required and/or necessary.

### **Supervision Received**

Assignments are made by the Supervisor of Department of Public Works who provides general supervision.

### **Supervision Exercised**

No Supervisory requirements

### **Responsibilities and Duties**

An employee in this position may be called upon to do any or all of the following: (these examples do not include all of the tasks which the employee may be expected to perform).

- a. Participate in the installation and repair of city sewers, water mains, streets, sidewalks and traffic signs.
- b. Perform labor activities relating to City buildings and grounds.
- c. Handle routine record keeping and reporting activities relating to public service activities.
- d. Work with other crew members in the completion of tasks.
- e. Serve as sexton of cemetery.
- f. Perform building maintenance activities as necessary
- g. Carries out all duties in conformance to appropriate safety and security standards.
- h. Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, manhole and line cleaning, setting catch basins, main and pipe repair, laying sewer crocks, laying and back-filling, or other public works activities.

- i. Operates with skill, care, and safety motorized equipment, including: automobiles, pick-up trucks and attachments, tractors and attachments, front-end loaders, and other light equipment.
- j. Operates with skill, care, and safety power-driven or special equipment, including: salt spreaders, snow plows, tree sprayers, mowers, tar kettle and crack filling equipment, air compressors and auxiliary tools, concrete or asphalt mixers, earth augers or boring machine, vac truck.
- k. Maintains, constructs, repairs, or removes streets, alleys, public ways, buildings, facilities, or other public property.
- l. Cuts and mows grass; plants, cultivates, trims, sprays, transplants, waters and cares for trees, shrubs, plants, flowers and lawn.
- m. Loads dirt, leaves, stones, snow and other materials.
- n. Collects rubbish, ashes, and other refuse; sweeps and removes debris from streets, alleys and gutters.
- o. Partake in the removal of snow from City streets, sidewalks, paths and grounds.
- p. Operate; maintain public services equipment, supplies and facilities.
- q. Generate reports and records for public works operations as required.
- r. Comply with all applicable local, state and Federal laws, guidelines and requirements.
- s. Participate in safety and employee training programs.
- t. Perform City Storm Water Management activities as necessary.
- u. Perform other related work as necessary or requested.

### **Desirable Qualifications**

An employee in this class, upon appointment, should have the equivalent of the following training and experience:

**Knowledge** of standard safety procedures and precautions required to protect the public and employees during repair operations.

**Knowledge** of construction, landscaping, or municipal infrastructure.

**Knowledge** of the procedures, practices, materials and equipment utilized in the

construction, landscaping or maintenance activities.

**Knowledge** of basic map reading and use of survey equipment; also vehicle repair and general maintenance.

**Skill** in establishing and maintaining effective working relationships with fellow employees and general public.

**Required Training and Experience:** includes a high school diploma with some training and/or experience in construction, landscaping, maintenance or municipal public works and/or construction, ability to operate heavy equipment. Applicant, if hired, will be required to possess and maintain a Michigan Commercial Driver's License (CDL) with appropriate endorsements necessary to operate heavy duty trucks/snow plow equipment.

### **Physical and Environmental Demands**

Rare = < 10%, Occasional = 11-33%, Frequent = 34-66%, Constant = >66%

Sitting: Occasional

Walking: Frequent

Standing: Frequent

Bending (neck): Frequent

Bending (waist): Frequent

Squatting: Occasional

Climbing: Occasional

Kneeling: Occasional

Crawling: Rare

Jumping: Rare

Balancing: Rare

Twisting (neck): Rare

Twisting (waist): Rare

Grasp - light (dominant hand): Frequent

Grasp - light (non-dominant): Occasional

Grasp - firm (dominant hand): Frequent

Grasp - firm (non-dominant): Occasional

Fine manipulation (dominant): Occasional

Fine manipulation (non-dominant): Occasional

Reach - at/below shoulder: Occasional

Reach – above shoulder level: Occasional

Push/pull:

Up to 10 lbs. Occasional

11 to 25 lbs. Occasional

26 to 50 lbs. Frequent

51 to 75 lbs. Occasional

76 to 100 lbs. Rare  
Over 100 lbs. Rare

Lifting:

Up to 10 lbs. Frequent  
11 to 25 lbs. Frequent  
26 to 50 lbs. Frequent  
51 to 75 lbs. Occasional  
76 to 100 lbs. Rare  
Over 100 lbs. Rare

Carrying:

Up to 10 lbs. Frequent  
11 to 25 lbs. Frequent  
26 to 50 lbs. Frequent  
51 to 75 lbs. Occasional  
76 to 100 lbs. Occasional  
Over 100 lbs. Rare

Coordination:

Eye-hand: Required  
Eye-hand-foot: Required  
Driving: Required

\*Must be able to perform the essential functions of this job with or without reasonable accommodations.

**RESIDENCY REQUIREMENT:**

None