

CITY OF CABOT

Job Description

Job Title: Laborer

Newest Revision: July 26, 2013

Department: Street

Reports To: Street Superintendent

FLSA Status: Non-Exempt

Supervisory Responsibilities:

Salary Survey Reference: Street Department Laborer

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans With Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible

Job Summary: Perform routine maintenance and repair on all City Street and surrounding areas.

Disclaimer: This position requires the laborer to be involved in both street and drainage projects and repair. The employee understands that an increased workload in either street or drainage, does not reflect punishment or unfairness, but is an essential part of the job.

Essential Duties and Responsibilities:

- 1) Operates hand and power tools to cut grass and brush from ditches and street right-of-way.
- 2) Prepares road surface for repair to include, digging out old material, spreads asphalt binder on areas being repaired, shovels asphalt from trucks, and levels areas with a rake.
- 3) Operates hand tools to dig materials from street areas under repair, to move debris from catch basins and ditches, and to load materials onto trucks.
- 4) Shovels gravel and other fill or surfacing materials from trucks to areas being repaired.
- 5) Loads sand onto trucks and applies to ice or snow covered streets; clears roads after flood or storm damage.
- 6) Cleans drainage ditches and storm drainpipes.
- 7) Performs routine maintenance on City vehicles including checking oil, tire pressure, etc.
- 8) Accepts "On-Call" duties during nights, weekends and/or Holidays; also must answer City issued cell phones at all times.

- 9) Must operate all City trucks and vehicles in a safe and courteous manner.
- 10) All other duties as assigned.

Minimum Qualifications:

- 1) MUST possess and maintain a valid Arkansas Driver's License before and during employment.

Additional Knowledge, Skills, or Abilities Needed:

- 1) Knowledge of City safety policies and procedures.
- 2) Knowledge of tools and street equipment.
- 3) Ability to consistently display a professional attitude, appearance in approach to job, and handle enthusiasm as needed and properly.
- 4) Ability to consistently meet deadlines and complete assignments within specified time frames and use time and resources effectively to meet goals and complete assignment quickly and efficiently.
- 5) Ability to operate a two-way radio and phone in a lawful and courteous manner.
- 6) Ability to perform work from verbal and written instructions.

Physical Requirements:

The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	YES	NO
Work involves lifting, pushing, pulling, loading, or carrying 15 pounds	x	
Work involves lifting, pushing, pulling, loading, or carrying 75 pounds or more	x	
Work involves earth moving equipment or commercial motor vehicles		x
Work involves the operation of non-commercial vehicles	x	
Work involves the operation of motorized equipment	x	
Work involves bending, twisting, or reaching out in different positions	x	
Work involves climbing up or atop structures	x	
Work involves crawling or being in confined spaces	x	
Work involves being outside or exposed to extreme high or low temperatures over a long period of time	x	
Work involves running or jumping		x
Work requires distance vision (20 feet or more)	x	
Work involves being able to detect colors	x	
Work involves being able to distinctly hear or detect sounds and understand conversation through voice	x	
Work involves typing on the computer for an extended period of time		x
Work involves staring at a computer screen for an extended period of time		x
Work involves long periods of sitting or standing without break	x	

Employee Name (Print/Sign/Date)

Supervisor Name (Print/Sign/Date)

Human Resources Director (Print/Sign/Date)