



Service Department

Laborer 1

Job Summary

At the direction of the Public Works Superintendent, service employees perform a variety of municipal maintenance activities involving manual labor and equipment operation in one or more public works/public utilities areas and public parks. Performs semi-skilled work requiring some training and experience. The position is supervised by a Public Works Superintendent and the Village Administrator and requires some independent judgment.

Primary responsibilities

- Safe operation of village pick-up trucks, dump trucks, lawn mowers, chain saw, weed-eater, chemical sprayers, blowers, hand tools, shovels, rakes, pneumatic and hydraulic equipment, sweeper, backhoe, asphalt roller, sprayer, flusher truck, and bucket truck. This position is based at the village street department and performs duties on village property, right-of-ways, and village parks.
- Comply with planned emergency reaction protocols.
- Keep records that document compliance.
- Performs routine cleaning of equipment, grounds, and work areas. Performs housekeeping and grounds maintenance duties.
- Performs other duties as assigned including working with and assist all village departments when called upon for mutual aid.
- Establish, implement, and maintain safety standards.

Occasionally, service labor must work during emergencies. For example, weather conditions may cause large amounts of storm water or wastewater to flow into sewers, exceeding a plant's capacity. Emergencies also may be caused by malfunctions within a plant, water supply line repair and replacement, parks maintenance, snow removal and road salting. All service department personnel are trained in emergency management procedures and use safety equipment to protect their health, as well as that of the public.

Service department work is both indoors and outdoors. Service employees are often exposed to noise from machinery and are often exposed to unpleasant odors. Service labor work is physically demanding and usually is performed in locations that are unclean or difficult to access.

Close attention to safety procedures must be maintained because of hazardous work and environment conditions, such as slippery walkways, the presence of dangerous gases, and malfunctioning equipment.

Street Department:

Installs street signs and pavement markings. Installs forms for curbs and gutter sidewalks and driveways; performs simple masonry work. Make water and sewer taps; cleans gutters, culverts and other drainage structures; loads and unloads stone, gravel, dirt, asphalt, timber and heavy mechanical equipment.

Landscape Department:

Plants and maintains trees and shrubs; duties may include maintenance of ornamental plants, diagnosis of plant pests and diseases, as well as application of herbicides and pesticides. Removes snow from roads and spreads sand and cinders on icy roads; rakes and loads grass and brush, mows lawns and cleans grounds; pours concrete and fills pavement cracks with asphalt and shovels and rakes asphalt paving mix in road repairs.

Water and Sewer Department:

Assists in repairing leaks in water and sewer mains; assists in reading, installing and repairing water meters, assists in laying sewer and water mains and pipe; digs and backfills ditches; unstops clogged sewers and raises and lowers meter boxes; builds forms for curbs, gutters and sidewalks; helps make water and sewer taps and connections; litter control.

Performs daily routine maintenance and minor repairs on equipment, and insures cleanliness of equipment. New employees of the Public Works and Utilities Department will be given environmental training as part of the new hire orientation.

Cleans equipment, vehicles, and shop facility. Operates a motor truck transporting sand, gravel, stone and supplies; sands icy streets during snow removal; operates a light truck carrying tools, equipment and supplies; operates a backhoe and similar rubber tired equipment; operates power rollers, tar kettles, pneumatic equipment, and various equipment powered by electrical generators; operates and maintains riding mowers. Works when necessary for 24 hour emergency service and possible weekend/holiday on-call duty. Performs other duties as assigned.

KNOWLEDGE, SKILLS, QUALIFICATIONS, AND ABILITIES REQUIRED:

Completion of a standard high school course. Experience in construction, landscaping, and performing heavy manual labor preferred. Experience in the operation of ground maintenance, equipment, plant pest & disease diagnosis and treatment. General knowledge of maintenance tasks. Good physical strength and stamina required, and a willingness and ability to work under varying climatic conditions. Must be able to understand and follow oral instructions and write.

- Knowledge of city, department and safety policies, procedures and knowledge of the handling and application of the chemicals necessary to maintain a safe work environment and personal safety.
- Knowledge of general construction and road repair.
- Skill in operating construction equipment,
- Skill in operating light and heavy equipment such as a frontend loader, dump truck and in the use of basic tools such as packing tools, socket wrenches, power tools, screwdrivers, and handling heavy materials.
- A valid Driver's License and a good driving record are required. Both must be maintained throughout employment.
- Skill in the use of grounds maintenance equipment.

PHYSICAL DEMANDS:

Involves frequent walking or standing; some lifting and carrying of objects weighing 20-50 pound, with occasional lifting of items weighing 100 pounds; bending or stooping; working in confined spaces; frequent operation of vehicles, shop, or hand tools requiring manipulative skills and hand-eye coordination, uses tools or equipment requiring a high degree of dexterity, and must be able to distinguish between shades of color. Position requires working under adverse weather conditions.

Work Schedules:

Plants operate 24 hours a day, 7 days a week. Operators may be required to work during the day and be on call nights and weekends. During severe weather conditions and natural disasters, operators are more likely to be on call and may be required to work overtime, weekends, or holidays.

Advancement:

Increase when completing qualification as a licensed water operator level without supervision. Class advancement is established by Village Ordinance.

Important qualities considerations for advancement:

Analytical skills. Wastewater treatment plant and system operators must conduct tests and inspections on water or wastewater and evaluate the results.

Detail oriented. Wastewater treatment plant and system operators must monitor machinery, gauges, dials, and controls to ensure everything is operating properly. Because tap water and wastewater are highly regulated by the U.S. Environmental Protection Agency, operators must be careful and thorough in completing these tasks.

Math skills. Wastewater treatment plant and system operators must have the ability to apply data to formulas that determine treatment requirements, flow levels, and concentration levels.

Mechanical skills. Wastewater treatment plant and system operators must know how to work with machines and use tools. They must be familiar with how to operate, repair, and maintain equipment.

WORK ENVIRONMENT:

The work is performed both indoors and outdoors. The employee is exposed to noise, dust, dust, grease, machinery with moving parts, contagious or infectious diseases, raw sewage, hazardous and irritating chemicals, and occasional inclement weather. The work requires the use of protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY:

None

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to execute other duties not mentioned that are of similar kind or level of difficulty.