

PART TIME LABORER JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES: Performs any combination of the following duties such as, but not limited to, functions of motor pool, water and sewer, parks and forestry, street maintenance and repair.

SUPERVISION RECEIVED: Work is performed under the immediate supervision of a Department of Public Services assigned Supervisor(s), but may also receive direction from a Public Service Worker Group Leader.

ESSENTIAL JOB FUNCTIONS:

- Operation of a variety of power tools, including mowers, blowers, chainsaws, chippers, trimmers, etc.
- Operation of large and commercial equipment, including dump trucks, graders, backhoes, loaders, etc
- Performs ice and snow control activities
- Keeps streets, walkways, sidewalks, etc clear of debris, including the emptying of trash/recycling cans/bins
- Performs tree pruning and tree removal, including operating chipper
- Lawn and landscape maintenance including cutting and edging grass, laying sod, raking leaves, planting, weeding, watering and care for trees, shrubs and flowers
- Maintains parks and playground facilities
- Performs a variety of construction and repair tasks as part of work crew.
- Participates in the clean up of work projects, filling ditches and removing any extra dirt and materials
- Repair and maintain streets and sidewalks, including concrete and asphalt removal and replacement, street signs and markings
- Maintains accurate work records, time sheets and other forms of data

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

MINIMUM REQUIREMENTS:

- High School Graduate or G.E.D.
- Legally employable in the United States
- 18 years of age or older
- Valid State of Michigan Drivers License
- Ability to pass written examination, physical agility and skills test, physical with drug screen and fingerprint/criminal history/driving record check

SPECIFICATIONS: KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Ability to understand and follow both written and oral instructions
- Ability to lift and carry a minimum of 90 pound loads
- Ability to work outdoors in extreme temperatures
- Ability to tolerate exposure to dust, grease, fuel, chemicals and lubricants
- Ability to stoop, bend, climb trees, go into underground vaults and pits with restricted movement
- Ability to perform manual labor for extended periods of time
- Knowledge of use of equipment and tools used in Public Works practices
- May be required to train and become proficient in small engine and power tool repair and maintenance

1. Minimum reasoning ability usually associated with this classification:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

2. Minimum Math ability usually associated with this classification:

Ability to add, subtract, multiply and divide all units of measure; to perform the four operations with like or common decimal fractions.

3. Minimum Language ability usually associated with this classification:

READ: Ability to read a variety of novels, and magazines; to read safety rules, instructions in the use and maintenance of shop tools and equipment, and methods and procedures.

WRITE: Ability to write reports and essays with proper format, punctuation, spelling, and grammar, using all parts of speech.

SPEAK: Ability to speak before individuals with poise, voice control, and confidence, using correct English and well modulated voice.

4. Six months of training, either on the job or formal education, usually associated with this occupation in addition to the Reasoning, Math and Language abilities detailed above.

5. Degree of physical demands (Strength) usually associated with this classification:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

6. Type of Physical Demands usually associated with this classification:

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REACHING: Extending hand(s) and arm(s) in any direction.

HANDLING: Seizing, holding, grasping, turning, or otherwise working with hands. Fingers are involved only to the extent that they are an extension of the hand.

FINGERING: Picking, pinching or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.

NEAR ACUITY: Clarity of vision at 20 inches or less. This factor is important when special and minute accuracy is demanded and defective near acuity would adversely affect job performance and/or safety or self and others.

FAR ACUITY: Clarity of vision at 20 feet or more. This factor is important when visual efficiency in terms of far acuity is required and when defective far acuity would adversely affect job performance and/or safety or self and others.

DEPTH PERCEPTION: Three dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are. This factor is important when depth perception is required for successful job performance and/or for reasons of safety to oneself and others.

FIELD OF VISION: Observing an area that can be seen up and down or to right or left while eyes are fixed in a given point. This factor is important when job performance requires seeing a large area while keeping the eyes fixed.

7. Environmental Conditions (Physical Surroundings) usually associated with this classification:

EXPOSURE TO WEATHER: Exposure to hot, cold, wet, humid, or windy conditions, caused by the weather. This factor is important when exposure to weather results in marked bodily discomfort.

8. Environmental Conditions (Hazards) usually associated with this classification:

Proximity to moving, mechanical parts, traffic.

Exposure to electrical shock.

9. Machines, Tools, Equipment and Work Aids which may be representative but not all inclusive, of those commonly associated with this type of work:

Power Saws, Chisels, Portable Power Tools, Soldering Iron, Spray Gun, Staple Gun, Wrench Sets, Air Compressor, Clamps, Clips, Fixtures, Manuals, Patterns, Rules, Templates, Stumper, Chipper, Dump Trucks, Lawnmower, Tractor, Car, Pickup, Weed Trimmer, Chain Saw, Tree Pruners, Woodworking Tools, Spray Tanks, Snow Removal Equipment, Salt Spreader, etc.