

Job Description
Public Works Laborer

EXEMPT: NO	DEPARTMENT: PUBLIC WORKS
LOCATION: CASSELTON, ND	DATE: FEBRUARY 2006
REPORTS TO: PUBLIC WORKS SUPERVISOR	ADOPTED: OCTOBER 2007
PREPARED BY: PW SUPERVISOR	REVIEWED: DECEMBER 2018

1. **INTRODUCTION:** The Public Works Laborer performs a wide variety of water, street, sanitation, and sewer services that include direct support to Public Works. Additionally the incumbent provides professional assistance to City employees, committees, and to the general public. This Job Description is not a contract and is subject to change.
2. **SUPERVISORY CONTROLS:** Work is performed under the supervision of the Public Works Supervisor. This is accomplished through delegation of authority and expected compliance with established policies. Highly unusual or complicated problems may be referred to the Public Works Supervisor for further guidance or decision. Incumbent is expected to rely on his/her experience, judgment and knowledge to resolve routine problems.

Performance is evaluated through direct observation, review of assigned work or projects, feedback from members, and compliance with established policies and procedures.

3. **WORKING RELATIONSHIPS:** Relationship with co-workers shall be guided by the following tenets:

The incumbent is cooperative and, when appropriate, assists others. Works to promote teamwork within the department and throughout the City of Casselton. Shares information with peers, resolves conflict through use of tact and diplomacy. Exhibits a positive image and outlook when interacting with co-workers and/or the public.

DUTIES AND RESPONSIBILITIES

1. Public Works (65%)

The following are essential functions and general responsibilities, included but not limited to:

A. Year round

- a. Read water meters monthly.
- b. Repair faulty water meters.
- c. Assist in maintenance of city owned buildings.
- d. Assist police department as needed (i.e. moving cars in the event of a fire, etc.)
- e. Check chlorine levels at the water plant
- f. Duties and responsibilities as Public Works Supervisor assigns.
- g. Take on-call weekends as scheduled by the Public Works Supervisor. (\$20/per day on weekends and holidays.)
- h. Service and maintain equipment.
- i. Operate various equipment. (Maintainer, pay loader etc.)

B. Summer

- a. Mow all dikes monthly.
- b. Mow city lots biweekly.
- c. Sweep business district every Monday morning.
- d. Sweep citywide once a month.
- e. Clean and inspect all lift stations once a year.
- f. Obtain hours from all lift stations weekly.
- g. Check water plants daily and obtain water readings.
- h. Keep landfill clean and pushed back.
- i. Roll compost every other week.
- j. Keep demo area pushed and covered.
- k. Close out all existing landfill sites.
- l. Keep tree pile pushed (burn once or twice a year).
- m. Keep all storm sewer grates clean and free of debris.
- n. Watch water level in lagoons (and transfer as needed).
- o. Install new meters.
- p. Jet sewers when plugs occur.
- q. Jet at least one ward per year.
- r. Inspect and repair snow equipment.
- s. Underground locates
- t. Mosquito spraying.

C. Fall

- a. Ready snow equipment
- b. Attach snow wing on blade and trucks.
- c. Change oil in all lift stations.
- d. Mow all city lots and dikes.
- e. Sweep streets city wide as needed.
- f. Pick up leaves.
- g. Service all equipment.
- h. Put up Christmas decorations.
- i. Flush sewers and hydrants.
- j. Set sweeper for leaves.
- k. Winterize summer equipment.

D. Winter

- a. Snow removal (all roads and alleys)
- b. Works on summer equipment.
- c. Equipment repairs.
- d. Meter change outs
- e. Take down Christmas decorations.

E. Spring

- a. Sweep all streets.
- b. Get equipment ready for summer.
- c. Thaw storm sewers as needed.
- d. Sewer & hydrant flushes.
- e. Assist with clean-up week.

2. Sanitation (35%)

The following are essential functions and general responsibilities, included but not limited to:

1. Inspection of the garbage truck every day prior to route.
2. Establish efficient schedules for garbage pick-up.
3. Problem resolution (i.e. acceptable items for pick up, individual customer and business concerns.)
4. Maintain recycling centers and bale recyclable materials.
5. Secure and maintain a Class B CDL license with airbrake endorsement.
6. Drive trucks to Fargo to dump garbage.
7. Pick up Christmas Trees
8. Regular moderate to heavy lifting required.

POSITION QUALIFICATIONS STATEMENT
Public Works Laborer

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QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must live within 20 driving minutes of the City. (10/1/18 by motion of City Council.)

This position is subject to random drug testing as stated in policy manual.

EDUCATION and/or EXPERIENCE:

1. High school Graduate
2. Equipment operation

LANGUAGE SKILLS:

1. Ability to read and comprehend instructions, short correspondence and memos.

REASONING ABILITY:

1. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving acceptable request for service.

CERTIFICATES, LICENSES, REGISTRATIONS:

1. Water distribution Class 2
2. Wastewater Collection Class 2
3. Wastewater Treatment Class 1
4. Water Treatment Class 1
5. ICS-100
6. IS-700
7. Valid driver license
8. Current CDL physical card if CDL is secured

OTHER SKILLS and ABILITIES:

1. Knowledge of equipment operation and maintenance.
2. Ability to establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to handle or feel objects, tool or controls; talk and hear. The employee is frequently required to stand, walk and crouch.
2. The employee must occasionally lift and/or move up to 75 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The work environment is typically moderate to severe.
2. While performing the duties of this job, the employee works near moving mechanical parts.
3. The noise level in the work environment is moderate.
4. Work areas may be confined space entry.