

# POSITION DESCRIPTION – Laborer & Driver

Date: February 12, 2013

Reports to: Maintenance Superintendent

**These statements are intended to describe the general nature of level of work performed by the employee assigned to this job classification. They are not intended to be an exhaustive list of all responsibilities and duties required of the employee assigned to this job classification. The Employer retains the discretion to modify this job description and to assign other duties as necessary.**

## **GENERAL DEFINITION OF WORK:**

Under general supervision, performs general labor and skilled equipment operations in any seasonal activity of the Secondary Roads Department including snow removal and road maintenance; repair of bridges and box culverts; welding and cutting; traffic sign maintenance; cleaning of brush and debris; patching and paving of road surfaces; tiling, cleaning ditches, erosion control and mud pumping; services and repairs equipment used in operations.

## **TYPICAL TASKS:**

Essential duties and responsibilities shall include but are not limited to the following:

- Operates medium and light equipment such as single and tandem axle dump trucks, front end-loaders, farm tractors, sealcoat patching equipment, light industrial tractors, air compressors, power sweepers, rollers, brush chippers, grass drills, and power mowing equipment in a variety of road maintenance, repair, and construction duties.
- Operate a truck with snow blade, wing, and sander; manipulates controls, lowers/raises blade and spreads materials to remove snow and ice from road surfaces; mounts and dismounts plow and blades.
- Operates a dump truck and related equipment to plow snow, spread chemicals and salt, and maintain roads during the winter months.
- Performs required manual labor tasks involved in road, bridge, tile or culvert maintenance, repair and construction projects such as; dig post holes, remove and build fences, put up and take down barricades, patch roads, paint and repair barricades, and shovel snow from sidewalks on departmental property.
- Perform routine scheduled maintenance of machinery and equipment including but not limited to, changing oil, filters and other engine fluids, greasing vehicles, repairing tire chains and lights, changing tires, performing battery maintenance, and washing and cleaning assigned equipment.
- Maintaining reports and work sheets on work projects such as work performed, time used, and equipment involved.
- Operates a variety of manually operated auxiliary equipment such as air hammer and tamper, in conjunction with heavier equipment on various maintenance, repair, and construction projects.

- Flag traffic during road maintenance, repair, or construction activities.
- Operates power equipment and uses hand tools to cut trees and brush and clean out culverts, operates or feeds chipper, treats stumps after brush cutting.
- Operates loaders and loads trucks with materials such as gravel, broken concrete or asphalt paving material, dirt, and snow, drives truck and hauls load to predetermined site, manipulates controls and dumps load.
- Cut brush, trim trees, and removes dead animals and other debris from road surfaces.
- Re-floors bridges and repairs hand rails; cleans culverts and drainage areas; installs pipe and sections; joins wraps and seals pipe sections; digs, spreads, and levels dirt, gravel, and asphalt.
- Hauls and spreads material.
- Assists in varied construction and maintenance work.
- Welds and modifies equipment and fabricates parts; uses shop tools and equipment including drills, grinders, welding equipment, and cutting torch to make necessary repairs to trucks and equipment.
- Assists in surveying, grade and project staking tasks.

**KNOWLEDGE, SKILLS and ABILITIES:**

Some knowledge of a variety of semi-skilled maintenance activities and manual tools. Knowledge in the operation of tractors, trucks, and light automotive equipment under all types of weather conditions. Must have the ability to perform heavy manual work for an extended period of time, and must have the ability to traverse over uneven and steeply sloping terrain while manually transporting loads. Must be capable of operating equipment with stiff suspension systems over rough surfaces for extended periods of time. Must be capable of climbing a 40 foot extension ladder while carrying a load of 30 pounds. Ability to make minor repairs and adjustments to equipment. General knowledge of construction practices used in the building and maintaining of roads and drainage structures. Thorough knowledge of and the ability to operate assigned vehicles and equipment in a safe manner according to public traffic laws and regulations. Knowledge of occupational hazards and the safety precautions necessary for the proper operation and use of assigned vehicles, equipment, and tools and materials. Must be able to understand and follow written and oral instructions. Must establish and maintain a positive attitude and an effective working relationship with other employees, superiors, and the public.

**EDUCATION AND EXPERIENCE:**

Completion of High School, or G.E.D. equivalent. Must have experience adequate to acquire skills necessary to perform construction, road maintenance, and/or heavy industrial or farm equipment operation/repair functions including welding experience.

**SPECIAL REQUIREMENTS:**

- Possession of a Federal Commercial Drivers License with endorsement for a Type-B Commercial Driver's License with Air Brake Endorsement valid in the State of Iowa.
- Ability to work occasionally in hot, cold, wet, dry, dirty, and noisy conditions. Able to work occasional irregular hours - subject to call 24 hours/day. Sitting, climbing, standing, walking, running, bending, and occasional lifting of up to 100 pounds required.

**DRUG AND ALCOHOL TESTING:**

- Subject to pre-employment, post accident, random, reasonable suspicion, return to duty, and follow-up drug and alcohol testing. Subject to terms of Page County Secondary Road Substance Abuse Policy.

**INSURABILITY:**

- Must be insurable under regular vehicle insurance rates (not high risk).