



## CITY OF BENTON

### Laborer Job Description

<b>Job Title:</b> Laborer	<b>Department:</b> Streets & Drainage
<b>Classification:</b> Non-Exempt	<b>Reports to:</b> Streets & Drainage Asst Director
<b>EEO Category:</b> Full-time	<b>Pay Grade:</b> \$32,489.60 - \$48,214.40 or \$15.62 – 23.18 per hour

### SUMMARY

The **Laborer** assists with the repair and maintenance of the City streets and right of ways by performing manual labor. Position is deemed essential personnel and safety sensitive.

### ESSENTIAL DUTIES

To perform this job successfully, an individual must be able to perform each of the following Essential Duties satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties of the position:

- Removes and disposes brushes, limbs, and trees from right of ways. (cut, chip, burn)
- Patches potholes with asphalt.
- Mows ditching and right-of-way's.
- Cleans catch basins, curbs, and gutters.
- Trims bushes, weeds, and trees at intersections and from right of ways.
- Operates hand and power tools to make street repairs.
- Operates a jackhammer and compressor to loosen materials for removal from areas being repaired.
- Loads salt to spreader on truck as needed.
- Transport and secures materials used to support walls of ditches.
- Constructs forms for pouring concrete.
- Shovels gravel and other fill or surfacing materials from truck to areas being repaired.
- Set up signage and markers for street repair or closings.
- Aids in traffic control during street repairs.
- Assists in concrete maintenance work. (street, curb, tile)
- Assists in replacing and repairing signs and poles throughout the city.
- Assists in preparing streets for paving, seals streets, and compacts asphalt mats.
- Assists in cleaning and replacing culverts, drains, ditches and bridges.
- Reports any matters of concern regarding vehicles or equipment to Streets & Drainage Director and Assistant Director.
- Will be required to work and serve on-call outside of normal business hours, including nights, weekends, and/or holidays as needed by the department.
- Performs other duties as necessary or assigned.

This job description and the enumerated Essential Duties are intended to provide general guidelines for job expectations and the employees' ability to perform the position described. This is not intended to be an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned or assumed by the incumbent as necessary to fulfill the requirements of the position.

### **ENVIRONMENT & PHYSICAL ACTIVITY**

The noise level in the work environment is usually loud. The employee frequently works outside in adverse weather conditions, and in an office environment with exposure to fumes, dust, toxic, or caustic chemicals. Seasonally, employee will be subject to working in mild temperatures to extreme heat. The position requires regularly driving a motorized vehicle.

The position involves speaking, listening, lifting, carrying, seeing (such as close, color and peripheral vision, depth perception and adjusted focus), sitting, pulling, walking, standing, squatting, kneeling, and reaching.

The incumbent for this position may operate any or all the following: telephone, personal computer, printers, or other equipment as directed.

While performing the functions of this job, the employee is continuously required to talk or hear; frequently required to walk, sit, reach with hands and arms; and frequently required to stand, climb, or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, and color vision.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. 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.

### **MENTAL DEMANDS**

The incumbent in this position must remain current and informed on related regulatory updates, City ordinances/resolutions/policies and applicable Federal, States, Municipal statutes, rules, and regulations. He/she must be able to read and understand documents, instruments, and highly technical reports; perform detailed work; and problem solving. Incumbents must also display proficiency in analytical reasoning, math, language, presentation skills, and verbal and written communication with internal and external customers. Incumbent must be able to work in a constant state of alertness and concentrate for long periods of time and foster a quality work environment by building employee trust and confidence.

## **SAFETY SENSITIVE**

This position is designated as a safety sensitive position because it requires the operation of a motor vehicle on a routine basis. Performing this job in a professional manner always requires alertness. Any lapse of attention could have a significant financial impact on the City and its customers, or on others while operating a motor vehicle.

## **MINIMUM REQUIREMENT & COMPETENCIES**

Experience, knowledge, and training typically resulting from a combination of education or years of experience in street construction or the equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities to satisfactorily perform the essential functions of the positions.

### **Basic Qualifications:**

- Valid Arkansas Driver's License, required.
- Seven (7) months of related work experience, preferred.
- Current Flagger Certification or must be able to obtain certification within one (1) year of employment.
- Current Trenching and Excavations Safety Technician Certification or must be able to obtain certification within one (1) year of employment.
- Current IMSA Work Zone Traffic Control Certification or must be able to obtain within one (1) year of employment.

### **Knowledge**

- Knowledge of safety procedures related to the equipment being operated and work zones.

### **Skills**

- Skill in safe operation of hand tools.
- Strong sense of ownership and initiative, collaborative and flexible attitude.

### **Abilities**

- Ability to communicate in a positive, friendly manner to employees, supervisor, coworkers, clients, etc. always.
- Ability to read and understand operating instruction manuals.
- Ability to operate chainsaws, power tools, lawn equipment for right of way maintenance and storm clean-up.
- Ability to perform manual labor and driving tasks in all types of weather.
- Ability to follow written or oral instructions from supervisor or crew leader.
- Ability to assess problem areas and report to supervisor for inspection or repair.
- Ability to follow oral and written instructions.
- Ability to interact with the public within the operations of the department.

## **ACKNOWLEDGEMENT**

Management reserves the right to change this job description at any time according to business needs. This document does not represent a contract of employment and is not meant to alter the at-will status of an employee's employment in any way. The City of Benton reserves the right to change this job description and/or assign tasks for the employee to perform, at any time, with or without notice, as it may deem appropriate.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_