

CITY OF ROMULUS
Job Description

JOB TITLE: Part-time Laborer

EXEMPT: No
SALARY LEVEL: \$12.00 PER HOUR
DEPARTMENT: DPW
BENEFITS: None

JOB CODE:
DIVISION:
LOCATION: Varied

APPROVED BY:

DATE: 3/7/2018

SUMMARY:

Under the supervision of a higher classified employee, performs a variety of maintenance or construction tasks which often require physical strength and effort and a relatively high level of complexity and responsibility. Operates various hand or small power tools and pieces of equipment to perform activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs a variety of unskilled and semi-skilled construction, repair and maintenance tasks as part of a work crew, applying asphalt patches, pouring cement for curbs, gutters, and sidewalks, and making general repairs on the City's street system.
2. As part of a crew, assists in the installation, maintenance and repair of a City's water distribution storage and sanitary sewer system, water meter reading and repair operations.
3. Assists in the maintenance, repair and construction of manholes and catch basins.
4. Assists in the layout and marking of crosswalks, curbs, City parking lots, street legends and directional arrows on pavement.
5. Assists in the installation of new traffic signs and guardrails. Repairs, remove and/or replaces damaged signs, guardrails and devices as instructed, using various hand and power tools.
6. Sets up signs and traffic warning devices on construction sites to protect workers by stopping, slowing

Prepared in compliance with:

Romulus Policies and Procedures Manual
Americans with Disabilities Act
Equal Employment Opportunity Act

LABORER Cont.

- and directing traffic. Acts as a flagger when other employees are working on the streets.
7. Participates in the clean-up of work projects such as picking up debris and leftover materials, filling and excavating holes and ditches, laying sod and removing any extra dirt and materials.
 8. Picks up litter from streets, rights-of-way, alleys and other roadways as part of a crew.
 9. Mows and trims grass, trees, and shrubs on various City grounds and parks, using various hand and power tools and mowers. Seeds and fertilizers grass areas, weeds flower and shrub areas. Rakes and hauls leaves using rakes and leaf blowers, moves dirt and rocks as instructed.
 10. May assist in performing basic carpentry, electrical, plumbing, masonry and mechanical skills in the construction of new and the restoration and maintenance of existing parks and City buildings and facilities.
 11. Sets new trees, assists in pruning and trimming new and existing trees to promote healthy growth, utilizing ropes, chain saws and various small grooming tools. In addition, cuts and cleans dead trees and brush which may involve the use of brush chipping equipment.
 12. Installs and maintains park equipment and facilities such as ice rinks, park benches, and playground equipment.
 13. Removes snow from around City owned facilities, plowing parking lots and clearing sidewalks to keep cement and pavement free from ice.
 14. May perform other related maintenance duties in a training capacity or as necessary due to excessive workloads, temporary absences or emergencies. May operate various pieces of equipment and vehicles in a learning capacity.
 15. Performs other duties as assigned.

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.

SUPERVISORY RESPONSIBILITIES:

Directly supervises zero employees in the DPW.

Prepared in compliance with:

- Romulus Policies and Procedures Manual
- Americans with Disabilities Act
- Equal Employment Opportunity Act

LABORER Cont.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without a reasonable accommodation. 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.

EDUCATION and/or EXPERIENCE:

Education: Possession of a high school diploma or its equivalent.

Experience: This is an entry level classification; no specific prior experience is required. Three (3) months break-in period.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of valid Michigan Vehicle Operator's License

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

Prepared in compliance with:

Romulus Policies and Procedures Manual
Americans with Disabilities Act
Equal Employment Opportunity Act

LABORER Cont.

individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to talk or hear. The employee is occasionally required to sit.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and in high, precarious places and is frequently exposed to fumes or airborne particles and toxic or caustic chemicals. The employee is occasionally exposed to wet and/or humid conditions and risk of electrical shock.

The noise level in the work environment is usually moderate.

COMMENTS:

The qualifications listed above are guidelines. Other combinations of educations and experience which could provide the necessary knowledge, skills, and abilities to perform the job should be considered.

Prepared in compliance with:

Romulus Policies and Procedures Manual

Americans with Disabilities Act

Equal Employment Opportunity Act