

**CITY OF SYCAMORE
JOB DESCRIPTION**

DATE APPROVED: January 4, 2017
POSITION TITLE: Laborer
GROUP: Public Works Department, Street Division
REPORTS TO: Superintendent, Street Division
FLSA STATUS: Non-Exempt; represented by AFSCME Local 3957

JOB SUMMARY

The position of Laborer is assigned to the Operations Program of the Street Division of the Public Works Department. The Laborer position performs skilled, semi-skilled and general manual labor work on the street, sewer lines, street signs, buildings, forestry control and other street related maintenance work and other related duties, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Operate heavy equipment involved in street, curb, and sidewalk repair and maintenance projects, including backhoe, end loader, road grader, snow plows, roadside mowers, wood chippers, rollers, paving drag box, and similar heavy equipment.
- Operate dump trucks in loading and unloading materials, hauling asphalt, gravel, sand, stone and other materials; hauling debris; and carrying tools, equipment, and supplies.
- Operate motor vehicles and light equipment necessary to perform repairs and maintenance of City street, curbs, sidewalks, and buildings, including hand tools, power equipment, chain saws, steamers, welders, cutting torch, air compressor, air hammer, and pressure washer.
- Perform various semi-skilled tasks essential to Public Works operations, including the repair of sanitary sewer lines and manholes; repair and maintenance of storm sewer lines, catch basins, and other drainage structures; mowing; digging; pruning, cutting and chipping shrubs and tree; minor repair and maintenance of traffic signals and street signs; and minor electrical and carpentry repairs.
- Plowing and hauling snow and spreading salt and sand.
- Special projects, as assigned.
- Assist with the duties associated with the Public Works Treatment Plant and Water Divisions.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Thorough knowledge of the methods, tools and equipment used in the maintenance and operation of Public Works facilities.
- Thorough knowledge of the work hazards, safety practices, and traffic laws relating to the operation of heavy equipment used in the maintenance and operation of Public Works facilities.
- Skill in the operation and maintenance of the equipment and tools used in the maintenance and operations of Public Works facilities, including the ability to operate a backhoe, loader, grader, snow plow, sander, dump truck, roadside mower, wood chipper, roller, and other similar heavy equipment.

- Good written and oral skills.
- Ability to use simple hand and power tools.
- Ability to perform simple and routine manual labor.
- Ability to perform frequent strenuous physical effort under adverse weather conditions.
- Ability to read and follow State and local laws, rules, regulations, policies, and procedures.
- Ability to establish and maintain effective working relationships with supervisors, coworkers, contractors, and the public.
- Ability to understand and follow oral and written instructions.
- Willingness to learn and expand abilities.
- Ability to work independently and as a team.
- Ability to work a forty-hour workweek with periodic overtime, including weekend, weeknight and holiday hours.
- Ability to be available in emergency situations.
- This position requires the use of personal or City vehicles on City business. Individuals must be physically capable to operate the vehicles safely, possess a valid driver's license and have an acceptable driving record.

MINIMUM QUALIFICATIONS REQUIRED

Education:

- High School graduation or equivalent is required.

Experience:

- Experience in three or more of the following Public Works areas required: street maintenance, signs and markings, snow removal, sewer maintenance, equipment maintenance, building and grounds, and computer operations.

Certification And Licenses Required:

- Possession of a valid CDL Class B State of Illinois Vehicle Operator's License within 30 days of hire.
- National Incident Management System (NIMS) Training. Courses: ICS-100 and ICS-700 within three months of hire.

PHYSICAL DEMANDS/WORK ENVIRONMENT CONDITIONS

The physical demands and work environment conditions 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.

For communicating with others, talking is required; for taking instruction from others, sight is required. Required to use hands to finger, handle, and feel objects, tools or controls; required to reach with hands and arms. Strenuous physical effort demanded in heavy lifting and carrying (up to 80 pounds) and in performing work, sometimes under hazardous road conditions, in varying weather conditions with exposure to excessive noise, noxious fumes and gases, toxins, paints, caustic chemicals, fuels, lubricants, solvents, and other fluids, as well as dirt, dust, grease, and other disagreeable materials. Physical demands include traversing rough terrain; climbing in and out of heavy equipment; exposure to heat and cold; exposure to poisonous plants, insects, and bees.