

**CITY OF SYCAMORE
JOB DESCRIPTION**

DATE APPROVED: **January 2018**

POSITION TITLE: **Laborer**

GROUP: **Public Works Department, Treatment Plant Division**

REPORTS TO: **Superintendent, Treatment Plant Division**

FLSA STATUS: **Non-Exempt; represented by AFSCME Local 3957**

JOB SUMMARY

The position of Laborer is assigned to the Operations Program of the Treatment Plant Division of the Public Works Department. The Laborer position performs a variety of skilled, semi-skilled and manual labor work in construction, maintenance and related services in the maintenance of the City's Wastewater Treatment Plant.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs all required duties with the use of proper safety equipment and analyzes duties to ensure that safe working conditions are used.
- Performs routine servicing, repairs, and cleaning of treatment plant equipment and structures.
- Performs mechanical and electrical maintenance in accordance with the manufacturers' specifications.
- Performs ground maintenance consisting of mowing grass, weed control, and snow removal.
- Assists in the receiving, loading and unloading of chemicals.
- Fills and maintains required records pertaining to assignments.
- Makes recommendations to the Division Superintendent regarding policies and resource requirements necessary to carry out long-and short-term goals.
- Operates equipment such as front loaders, dump trucks, cranes, lawn mowers, snow blowers, and a variety of power tools used in the operations and maintenance of the Treatment Plant.
- Assists with the monitoring and control of the wastewater process.
- Undertakes such additional duties as may be requested by the Division Superintendent.
- Assists with the duties associated with the Public Works Street and Water Divisions.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Knowledge of principles, practices, goals terminology, equipment, materials and operating procedures for the maintenance and operation of Wastewater Treatment Plant.
- Knowledge of the proper use of required tools and equipment and their safe operation.
- Basic knowledge of computer data entry.
- Ability to understand and follow oral and written instructions.

- Ability to communicate effectively both verbally and in writing.
- Willingness to learn and expand abilities and knowledge.
- Ability to work independently and with others.
- Ability to lift 80 pounds.
- Ability to work a forty-hour workweek with periodic overtime, including weekend, weeknight and holiday hours.
- Ability to respond to emergency calls.
- 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.
- Supplemental formal education, vocational, trade or technical training is desirable.

Experience:

- Experience in the wastewater treatment field and sanitary collection system or other experiences associated with Public Works.

License or Certificate Requirements:

- Any level of Wastewater Certification from the Illinois Environmental Protection Agency within 12 months of hire.
- 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.

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. Operators must be physically able to stand, stoop, bend, lift and carry up to 80 pounds and maintain awkward body positions for prolonged periods of time in order to work on pumps, motors, and related equipment.

Work may be performed in all 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; working in confined areas, tanks, and structures. Employees may interact with upset citizens and/or public and private representatives in the course of their work.