

CITY OF ARCADIA

LABORER (PART TIME)

DEFINITION

Under general supervision, to perform semi-skilled labor in construction, maintenance, and related service activities in the streets and alleys, drainage, and water utility activities.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Install, repair, and remove blockages from water, sewer, and storm drain lines and mains.

Repair storm drains, catch basins, and storm drain pipes.

Read and interpret maps of underground water and sewer systems.

Spread asphalt in patching and repairing streets.

Use concrete cutting and breaking equipment; operate a jackhammer; pour and assist in finishing concrete; construct concrete forms; perform rough carpentry work.

Clean ditches, alleys, streets, culverts, and storm drains.

Resurface and slurry seal streets and alleys.

Assist in grading, matching up, and other street maintenances duties.

Inspect ditches, drainage areas, and roadside shoulders for noxious weeds; remove weeds.

Operate jackhammers and other pneumatic and motorized equipment and manual tools.

Install traffic cones and barricades as necessary.

Perform work in emergency situations as required.

Operate maintenance equipment and tools including dump trucks, power tools, sewer rodder, rollers, front loader, and compressors.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Utilize proper safety precautions related to all work performed.

Perform grounds maintenance and manual landscaping tasks including mowing, weeding, and trimming of shrubs and bushes.

Paint, remodel, clean, and improve interior and exterior surfaces of City facilities.

Pack, unpack, and issue supplies and equipment.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Proper use and maintenance of tools and equipment including the operational characteristics of light and moderately heavy motorized equipment.

Operational characteristics of specialized public works maintenance and repair equipment.

Occupational hazards and standard safety precautions necessary in public works maintenance and repair work.

Pertinent Federal, State, and local laws, codes, and regulations.

Safe driving principles and practices.

Skill to:

Learn to operate a variety of vehicular and stationary mechanical equipment in a safe and efficient manner including pick up truck, dump truck, heavy and light tapping machines, jack hammer, portable and bench-mounted power tools, concrete saw, pipe locating equipment, leak location equipment, cement mixer, valve truck, and threading machine taps and dies.

Perform heavy manual labor for extended periods of time in all types of weather.

Operate a motor vehicle safely.

Ability to:

Perform public works maintenance and repair with accuracy, speed, and minimal supervision.

Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Perform minor repairs and adjustments to equipment and tools.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:

One year of experience performing responsible public works maintenance, repair and construction and equipment operating work.

Training:

Equivalent to the completion of the twelfth grade.

License of Certificate:

Possession of a valid Class C driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 90 lbs.; exposure to heat, noise, outdoors, vibration, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

Effective Date: April, 2000