

## **JOB DESCRIPTION**

### **GENERAL LABORER PUBLIC WORKS & UTILITIES DEPARTMENT**

Reports to: Public Works & Utilities Director

Scope of work:

- Provide the citizens of the community with all the services offered by the city. Provide these services using the most efficient and effective means available, ensuring the responsible and proper use of taxes and revenues collected.
- Follow all local, state and federal guidelines and laws for the safety of the city and its employees and citizens.
- Maintain an open and good working relationship with co-workers, supervisor and citizens of the city including good communication with all.

Responsibilities and duties:

- Responsible for reporting materials used and needed for the department to function
- Responsible for general maintenance on equipment, tools and vehicles assigned to the department
- Maintain utility facilities and keep them free of trash and debris
- Maintain the landscaping (grass cutting, tree/shrub trimming, weed eating) of all city facilities and rights-of-way. Keep these areas and all other city property free of trash and debris
- Maintain city sidewalks and walkways
- Street repair
- Maintain, clean and repair storm drains
- Perform general routine maintenance on the city's utilities
- Assist lineman and gas operator in their duties as necessary
- Installation and removal of meters; assist in monthly meter reading
- Follow all safety procedures and policies
- Report any unsafe conditions (with equipment, facilities, roads or rights-of-way)
- Perform utility service connects and disconnects
- Respond to after hour calls when needed
- Any other related duties deemed necessary by the department director.

Requirements:

- Maintain a valid driver's license
- High school diploma or equivalent
- Physically able to walk long distances over uneven/rough terrain while carrying heavy equipment or materials
- Physically able to work outside in extreme weather conditions
- Receive training and pass competence testing as required
- Operate equipment necessary to complete the job

*This is a general description for positions within the Public Works and Utilities Department. The City has a small staff and all personnel within the department will be required to cross-train and assist other employees within the department as deemed necessary by the Director.*