

TOWN OF LEXINGTON
Job Description

Job Title: Laborer/Truck Driver Job Class Code: T412
Department: Public Works
FLSA Status: Non-Exempt Bargaining Unit: TDPW
Prepared: July, 1999

*Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Descriptions are **not** intended to reflect all duties performed within the job.*

SUMMARY

Performs various types of manual labor related to the construction, maintenance, operation and repair of town infrastructure, facilities, buildings, grounds, and equipment; undertakes a variety of maintenance activities pertaining to public works and/or water or sewer utility operations.

DUTIES & RESPONSIBILITIES

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

- Operate a variety of power tools such as push mowers, weed-eaters, shovels, rakes, trucks, pick axes and various other tools to conduct a variety of maintenance and construction operations.
- As appropriate for assigned project, establish work safety zones and place zonal/warning signs around work sites; assemble/install appropriate barricades, pylons, signage, etc.
- Clean. Maintain and repair streets, alleys, gutters, ditches and drains; shovel and spread sealer and asphalt (hot top); use tools as needed for assigned projects; assist in projects to construct or re-build roads, curbing, sidewalks, catch basins, manholes, and other related infrastructure.
- Participate in painting traffic control markings on roads, parking areas, and other traffic areas; assist in preparation, installation, repair and/or removal of traffic signs.
- Perform ground maintenance duties such as mowing grass, removing and trimming shrubbery, raking leaves, removing branches, trash and other debris from public grounds; loam and seed grounds around work sites and elsewhere as appropriate.
- Operate jackhammers and shovels to clear out areas around water sewer and storm drains, gates, and other portions of the water or sewer system; assist in installation, replacement, repair, and maintenance projects of water sewer and storm drains; service taps for water and/or sewer system.

- Assist with installation, removal, repair, test and service of fire hydrants; repaint fire hydrants.
- Assist with flushing water and sewer lines; clean out blocked lines; assist with rodding and vac equipment to clear lines.
- Clean debris from ditches, culverts, and creek beds; collect and hauls trash, garbage, debris, dirt, sand, gravel, etc.
- Works around all types of construction equipment.
- Participate in snow and ice removal and treatment operations, some of which occur after normal work hours; participate in other inclement weather operations and services.
- May be assigned to operate other types of mechanized equipment as required based upon availability of other personnel. Such may include front-end loader, backhoes, street sweeper, etc. with appropriate license and compensation.
- Clean offices, lunch room, locker room and mechanics area; maintain the Lexington Visitors Center; maintain grounds around town facilities; work at the recycling center as necessary.
- Loam, fertilize and seed fields and other public grounds; assist with installation and maintenance of irrigation systems; build, repair, tend and maintain athletic fields.
- Assist with maintenance of pool facilities, including pools, bath houses and deck areas.
- Assist with installation and maintenance of playground equipment; maintain foot and bike trails.
- Perform related work as assigned.

QUALIFICATIONS

Knowledge of:

- Operation and maintenance requirements of power-driven tools.
- Basic methods and techniques of general construction, maintenance and repair related to water/wastewater, utility services, public works or the area of work assigned.
- Occupational hazards and standard safety practices.
- Proper techniques and uses of a variety of hand tools and power tools.
- Pertinent Federal, State and local laws, codes and regulations.

Ability to:

- Understand a variety of skilled construction and maintenance tasks.
- Perform strenuous manual labor tasks related to assigned responsibilities.
- Communicate clearly and concisely with public and coworkers.
- Establish and maintain effective working relationship with those contacted during course of work.

EXPERIENCE and TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and/or Experience:

One year of general maintenance or construction experience preferred.

License or Certification:

- Possession of an appropriate level, valid Class B commercial driver's license, with airbrakes.

SUPERVISION RECEIVED and EXERCISED

- Receives supervision from assigned Crew Chief or Superintendent.
- May exercise supervision.

WORKING CONDITIONS

Environmental Conditions:

Indoor and outdoor environments with extreme hot/cold weather conditions; exposure to vibrations and noise; work on slippery or uneven surfaces, work around electrical energy; work around heavy machinery; work in or near vehicle traffic; exposure to dust and fumes from motorized equipment; possible hazardous chemicals; irregular working hours for inclement weather situations and other circumstances.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting, standing and walking for extended periods of time; moderate to heavy lifting and carrying, pulling, reaching, bending, climbing, and kneeling; use of fingers, both hands and legs required; and operate assigned vehicles.