

CITY OF COLUMBIANA

JOB DESCRIPTION

Job Title: Public Works Laborer

Department: Public Works

Job Description Prepared: January 2022

Salary Range: \$12.87 - \$17.82

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

RELATIONSHIPS

Reports to: Public Works Director

Subordinate Staff: None

Internal Contacts: All City Departments

External Contacts: General Public, Suppliers

JOB SUMMARY

Work involves manual labor of an unskilled nature including both heavy and light physical labor in a wide variety of city activities. The position may occasionally include the performance of semi-skilled tasks that may be learned on the job.

JOB DOMAINS

A. Streets

1. Cuts grass, weeds and brush with hand tools, power push mower or hand mowers.
2. Trims, edges and weeds around sidewalks, buildings and other fixtures as directed.
3. Rakes and cleans grounds.
4. Trims trees or shrubbery from ground or ladder.
5. Cleans culverts, drains and ditches.
6. Cleans streets, sidewalks and other city property.
7. Loads and unloads trucks of tools, materials and debris.
8. Assists in the maintenance of city paved roads.
9. Assists skilled workers by carrying materials and tools, or performing unskilled tasks such as mixing mortar or drilling holes.
10. Performs related work as assigned.

B. Sanitation

1. Sets out garbage (in plastic bags or 30-gallon garbage cans) from houses onto the curb.
2. Picks up garbage in bags or cans from curb and empties in the back of the truck. Returns can to curb.
3. Operates packing controls on the back of the truck.
4. Directs truck driver when backing up.
5. In areas not covered by both the set-out and pick up crews, picks up garbage from the houses, carries the garbage to the truck and empties the garbage.
6. Cleans and washes automotive collection equipment.
7. Performs related work as assigned.

Knowledge, Skills and Abilities

1. Knowledge of the types and uses of common hand tools, materials and standard equipment used in construction and maintenance repair.
2. Skilled in the set-up, adjustment and use of basic hand and power tools.
3. Ability to perform a variety of unskilled to semi-skilled labor and manual labor tasks.
4. Ability to understand and follow specific oral and written instructions.

Minimum Requirements

1. Possess a high school diploma or GED.
2. Ability to work non-standard hours and overtime as required.
3. Possess a valid Alabama Driver's license.
4. Six months of general labor experience, including the use of tools and equipment used in construction, maintenance and repair work.

Physical Demands and Work Environment

Work is mostly performed outdoors in all types of weather (i.e., rain, storms, extreme hot and cold temperatures).

Work is medium to heavy in nature and consists of walking, bending, lifting, shoveling, carrying and driving.