

TOWN OF TOLLAND JOB DESCRIPTION

JOB TITLE:	Laborer-Highway	DEPARTMENT:	Highway
REPORTS TO:	Public Works Supervisor and/or Working Foreman	FLSA STATUS:	Hourly Non-Exempt
BARGAINING UNIT:	Teamsters	CLASSIFICATION:	
DATE PREPARED:	6/24/15	DATE APPROVED:	7/14/15

SUMMARY

Performs a variety of tasks in the construction, repair, and maintenance of town roads, bridges, grounds, parks, recreational areas, storm sewers, buildings and facilities; operates trucks with plow and light equipment as assigned; and does related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Receives oral or written instructions from supervisor or employee at a higher grade

Carries out work according to standard procedures. Utilizes both hand tools and power equipment to complete assigned tasks such as cleaning catch basins and culverts, and clearing roadsides

Makes routine safety check before and after operating truck and equipment

Completes equipment condition reports and reports same to supervisor or driver

Performs manual work in the installation, repair and clearing of catch basins (including masonry work), pipes, patching or resurfacing of roads, removal of trees, leaves, brush, trash or refuse, and in the installation of or replacement of fences, posts, rails or signs

Operates tractors, snow blower, spraying equipment, mowing machinery, bucket truck and other equipment to mow and maintain roadsides, fields, and town grounds and to clear storm drains, and repair or clear roads

Performs flag person duties in road maintenance operations

Performs heavy manual work in the removal of debris from grounds

Assists driver or equipment operator in preparing truck or equipment, loading materials, and in positioning equipment

Follows standard safety procedures and regulations

Reports tasks accomplished to supervisor

ADDITIONAL DUTIES

Cleans and maintains equipment, facilities, and grounds

Performs carpentry, painting, and plumbing tasks in maintaining unit facilities

Responds for emergency work such as snow removal, floods, hurricanes, etc., during and after normal work hours

SUPERVISORY RESPONSIBILITIES

The individual holding this position will not exercise any direct supervisory responsibilities.

QUALIFICATIONS, EDUCATION AND/OR EXPERIENCE

The skills and knowledge required would generally be acquired with graduation from high school or vocational technical school, with labor or maintenance experience. Ability to read, understand, and carry out written or oral instructions and orders. Ability to deal with problems encountered on the job. Ability to operate equipment requiring manual dexterity and mechanical aptitude. Ability to acquire skills to operate trucks. Sufficient stamina and good health to perform strenuous physical labor. Ability to move, lift, and/or carry medium-to-heavy weight objects, and to reach, bend, and kneel. Ability to work occasionally in adverse weather conditions including heat, cold, rain or snow. Must be in good physical condition.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out simple one or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

LICENSE OR CERTIFICATE

Valid CT Driver License CDL class B with valid medical card.

PHYSICAL DEMANDS

The physical demands 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 a disability to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk or hear, stand, walk, use hands to finger, handle, or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl and taste or smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in a vehicle, or outdoor setting, in all weather conditions, including temperature extremes, during day and night shifts. The employee works near moving mechanical parts and may occasionally be exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.

PHYSICAL DEMANDS

		Amount of Time			
		None	Under 1/3	To 2/3	Over 2/3
Stand					X
Walk					X
Sit				X	
Use hands to finger, handle, or feel					X
Reach with hands and arms				X	
Climb or balance				X	
Stoop, kneel, crouch, or crawl				X	
Talk or hear				X	
Taste or smell			X		

LIFTING SCHEDULE

	Amount of Time			
	None	Under 1/3	1/3 To 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
Up to 100 pounds		X		
More than 100 pounds		X		

WORK ENVIRONMENT

The work environment requires exposure to the following conditions:

	Amount of Time			
	None	Under 1/3	1/3 To 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts			X	
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions				X
Extreme cold (non-weather)	X			

Extreme heat (non-weather)	X				
Risk of electrical shock		X			
Work with explosives		X			
Risk of radiation		X			
Vibration			X		

VISION REQUIREMENTS

- ☒ Close vision (clear vision at 20 inches or less)
- ☒ Distance vision (clear vision at 20 feet or more)
- ☒ Color vision (ability to identify and distinguish colors)
- ☒ Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- ☒ Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- ☒ Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- ☐ No special vision requirements.

NOISE EXPOSURE

The position requires exposure to the following noise levels:

- ☐ Very quiet (examples: forest trail, isolation booth for hearing test)
- ☒ Quiet (examples: library, private office)
- ☒ Moderate noise (examples: business office with computers and printers, light traffic)
- ☒ Loud (examples: metal can manufacturing department, large earth-moving equipment)
- ☒ Very loud (examples: jack hammer work, front row at rock concert)

NOTE: THIS DESCRIPTION IS ILLUSTRATIVE OF TASKS AND RESPONSIBILITIES THAT THE POSITION WILL ENTAIL. IT IS NOT MEANT TO BE INCLUSIVE OF EVERY TASK AND RESPONSIBILITY.