

## City of Tioga

**Job Description:** Public Works Laborer

**Exempt/Non-Exempt:** Non-Exempt  
**Reports to:** Public Works Director

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by the employee in this position. Employee may be required to perform position-related tasks other than those specifically listed in this description.

**Summary:** Performs and participates in semi-skilled maintenance tasks for the City of Tioga.

### **Desirable Training and Experience; Necessary Special Qualifications**

- Graduate from general high school or GED.
- Prefer three years progressively experience in performing a variety of semi-skilled street and vehicle maintenance and repair tasks; or any equivalent combination of training and experience.
- Must possess a valid State of Texas Driver's License.
- May be required to obtain a Class C Water and Wastewater License.

### **Knowledge, Abilities and Skill:**

- Knowledge of tools, materials, methods and procedures used in street maintenance and repair.
- Knowledge of tools, materials, methods and procedures used in water and wastewater repair.
- Knowledge of tools, materials, methods and practices used in the construction and automotive trades.
- Knowledge of safety principles and practices.
- Ability to follow oral and written instruction.
- Ability to lift and carry heavy objects.
- Ability to perform manual labor work for extended periods under adverse environmental conditions.
- Ability to deal tactfully and courteously with the public and use good judgment; present a positive image as a representative of the City, occasionally under adverse conditions.
- Skill in operation of hand and power tools.
- Skill in operation of heavy equipment.
- Skill in the safe and efficient operation of motorized equipment under hazardous and emergency conditions.

### **Examples of Duties:**

#### **Typical duties include but are not limited to the following:**

- Receives assignments; ensures materials, tools and equipment are delivered to work sites; participates in maintenance of streets, right-of-ways, traffic signs and signals and equipment; ensures work is performed in accordance with safety regulations.

- Participates in cleaning ditches and streets.
- Participates in filling potholes and cracks in streets; in patching and minor asphalt overlays; in the removal, grading, forming and replacing of concrete streets, curbs and drive approaches and in grading forming and pouring concrete swales, walls and curb; participates in replacing damaged curbs and railings.
- Participates in installation, repair and replacement of traffic signs.
- Participates in the installation, repair and replacement of waste and sewer lines and related items.
- Reads and records water meters as required.
- Repairs and replaces meters and meter boxes as required; general car and maintenance of meters.
- Participate in the timely and economical repair of City pumping facilities including lift stations and water wells.
- Participate in routine repair and maintenance of pumps, motors, valves, electrical systems, instrumentation and chlorinators; change chlorine bottles as necessary.
- Locate water and wastewater lines; perform water and wastewater taps for new service.
- Operates truck, pickup, dump truck, backhoe, roller, mower and other motorized equipment.
- Participates in mowing, weed-eating and cleaning city property including city parks,
- Minor construction projects, carpentry, painting and janitorial services.
- Assist with code enforcement of garbage, trees, brush etc.
- Assist in after-hours emergency repairs.

**Environmental Conditions:**

Characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Regularly works in outside weather conditions and is regularly exposed to extreme cold and extreme heat.
- Frequently works near moving mechanical parts.
- Frequently exposed to vibration.
- Regularly exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electric shock and risk of radiation.
- Noise level in the work environment is usually loud and sometimes constant.
- Work may be subject to time pressures, emergency situations, noisy/distracting environment, working closely with others as part of a team, performing multiple task simultaneously, frequent changes to tasks and dealing with irate people.
- Occasionally encounter snakes, bugs, ants, mice, bees and other vermin inside meter boxes.

**Physical Requirements:**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Regularly required to use hand to finger, or feel objects, tools or controls; reach with hands and arms; stoop, kneel crouch or crawl; and talk or hear.
- Frequently required to stand and climb or balance.

- Regularly required to walk and sit.
- Regularly required to lift and/or move up to 50 pounds.
- Frequently required to lift and/or move up to 100 pounds.
- Ability to distinguish colors when working with traffic signs, signals, markings, etc.
- Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**All public works employees are required to be on call.**

**All applicants are subject to a pre-employment physical and drug screen.**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job. This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice.