



## **City of Liberty**

### **Public Works/Utilities General Laborer**

#### **Job Description**

##### **General Statement of Duties:**

The Public Works/Utilities General Laborer is responsible for the general maintenance and repair of all public streets, sanitary sewers, storm sewers, public buildings, utility services, and other public trust facilities. The employee also assists other Municipal Services Department functions and operations, including on-call duty.

##### **Distinguishing Features of the Position:**

This position requires flexibility in skill sets, job assignments, and applied time.

##### **Responsibilities:**

###### **Infrastructure Maintenance:**

- Performs department functions and operations, including street maintenance operations, sanitary sewer maintenance operations, and utility services.
- Performs full-depth patching or pothole filling.

###### **Equipment Operation:**

- Knowledgeably operates all department-controlled equipment and vehicles.
- Operates backhoes, end loaders, dump trucks, cement cutters, power wash/jets, and all other assigned equipment and vehicles.
- Periodically assists with the general repair and maintenance of all department-controlled equipment and vehicles.

###### **Miscellaneous:**

- Responsible for performing tree care and maintenance.
- Uses any or all safety equipment provided to complete assigned tasks.
- Maintains a friendly and helpful working relationship with co-workers, citizens, and public officials.
- Performs any and all other tasks as assigned.

### **Required Knowledge, Skills, and Abilities:**

- Knowledge of maintenance and safe operation of vehicles used by the Public Works Department.
- Knowledge of maintenance and safe operation of equipment used by the Public Works Department.
- Ability and willingness to stay current with advanced technology through employer-provided training and/or formal classes.
- Ability to use small tools, including power tools.
- A high school diploma or equivalent is required.
- A valid South Carolina driver's license is required.
- Must pass a drug test, SLED (South Carolina Law Enforcement Division), and National background checks.
- A valid commercial driver's license (CDL) with an air brake endorsement and a good driving record is a plus.
- Knowledge of regulatory agencies: OSHA and DOT.
- Completed training, continuing education, and knowledge in CPR, AED operations, and first aid.
- Must obtain or have the ability to obtain a Water Distribution License minimum Class D.

### **Work Environment:**

- Working outside in the elements, such as heat, cold, rain, and sun. There is a potential for high levels of pollen, dust, and other irritants typical of outdoor conditions and large maintenance garages.
- Standing, walking, working, and driving around or within moving traffic.
- Working in a large maintenance shop with running equipment, loud noise, and hazardous or flammable chemicals.
- Work in confined spaces including but not limited to well or pump houses, catch basins, excavation sites, and the water tower.

### **Physical Demands:**

The physical demands described here are representative of those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is frequently required to use hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The employee is occasionally required to walk, sit, and talk or hear. The employee may be required to lift, pull, and/or move 50 pounds for extended periods. Must occasionally lift, pull, and/or move 100 pounds with mechanical and/or physical assistance. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Must be capable of periodic heavy stretching and pulling for extended periods of time.

**Selection Guidelines:**

Formal applications, rating of education and experience, or an interview and reference check. Job-related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description for the Public Works/Utilities General Laborer does not constitute an employment agreement between the employer and the employee. It is subject to change by the employer as the needs of the employer and requirements of the job change.

**Pay Rate:**

\$15-\$20 depending on experience and education.

**Hours:**

Monday through Friday, 40 hours a week. Times may vary.

Every third week, on-call weekend.

Some overtime might be required.

Employees will be expected to comply with any reasonable request from the City Administrator to undertake work of a similar level that is not specified in this job description.

Employee\_\_\_\_\_ Date\_\_\_\_\_