

## JOB DESCRIPTION

**ORGANIZATION:** City of Troutdale  
**DEPARTMENT:** Public Works  
**JOB TITLE:** Public Works Laborer

**LOCATION:** Public Works Shop  
**DATE:** February, 2015  
**RANGE:** 6

### PURPOSE OF POSITION:

Perform tasks of limited complexity in the construction, maintenance and repair of public works facilities, streets, and water distribution. Provide assistance to Public Works operators while learning the duties and functions of the water, streets, and equipment maintenance divisions.

### ESSENTIAL JOB FUNCTIONS:

- a) Perform cleaning-related tasks generated from the maintenance, installation and repair of water meters, pipes, pumps, fire hydrants and other water distribution equipment. (30%)
- b) Read water meters for customer usage on re-reads, turn-ons and shut-offs. Perform water service turn-ons and shut-offs. Perform primarily unskilled tasks to assist others on new water service hook-ups. (10%)
- c) Inspect and perform general cleanup and minor maintenance to Public Works facilities and grounds, wells, reservoirs, storage tanks, and related water treatment/distribution facilities. (30%)
- d) Clean, maintain and assist in the repair of City streets, sidewalks and rights-of-way involving litter pickup, pavement patching, concrete forming/finishing, and brush cutting/mowing and removal. Install, repair and replace various street and regulatory signs and barricades. (15%)
- e) Clean light and heavy equipment used in the Public Works Department. (10%)
- f) Follow all safety rules and procedures established for work areas.
- g) Maintain consistent and regular job attendance and adherence to working hours.
- h) Effectively and clearly communicates to others verbally and in both electronic and physical written forms.
- i) Must develop and maintain positive working relationships with supervisors, co-workers and customers.

### AUXILIARY JOB FUNCTIONS (5%):

- Perform routine service checks and cleaning of specified City vehicles.
- Maintain various records related to activities and findings as required.
- Assist other divisions/departments as deemed necessary at any given time.
- Maintain work areas in a clean and orderly manner.

*THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE ALL DUTIES THAT MAY BE PERFORMED BY AN EMPLOYEE IN THIS CLASSIFICATION.*

### QUALIFICATIONS:

#### **Knowledge of:**

- General construction practices/procedures and safety precautions
- Basic hydraulic principles such as flow, pressure and gallons per minute
- Operation of hand and power tools
- General knowledge of maintenance and repair of vehicles

#### **Ability to:**

- Understand and apply basic mechanical aptitude

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### EDUCATION AND EXPERIENCE:

Equivalent to high school education, prior experience in utility or municipal construction and maintenance, or any satisfactory combination of experience and training which demonstrates the ability to perform the above duties. *Preferred: Prior experience in the public sector.*

### SPECIAL REQUIREMENTS/LICENSES:

Valid driver's license

### PHYSICAL DEMANDS OF POSITION:

Many duties are physically demanding requiring the movement of materials weighing up to 90 pounds. Movement of materials weighing 25 to 50 pounds may consume up to 30% of the work period. Duties require regular use of hand tools, jackhammers, chain saws, material-moving devices such as shovels, operation of light and medium equipment such as backhoe, pickups and tractors. Activity and types of duties performed require manual coordination and dexterity for extended periods.

### WORKING CONDITIONS:

The majority of duties take place outside of buildings with exposure to all types of weather conditions and terrain on a year-round basis.

Public Works operators are considered "essential employees" and may be called back to work before his/her regularly scheduled shift or after completing his/her shift to perform work of an emergency nature.

### SUPERVISORY RESPONSIBILITIES:

Supervision is not a normal function assigned to this position.

### SUPERVISION RECEIVED:

Works under the general supervision of the Public Works Superintendent. Receives work assignments and direction from the Chief Operator and higher classified Public Works Operators.

Prepared by: 

Date: 2/10/15

Approved by: 

Date: 2/10/2015