

# City of Frankfort Government

**Position Title: Laborer**

**Reports To: Street Department Superintendent**

**Status: Non-Exempt**

**Effective Date: February 15, 2015**

*To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and ability required to perform job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## **Position Summary:**

Responsible for operating equipment and performing manual work functions associated with construction, maintenance and repair of city streets, garbage and recycling services and related systems.

## **Essential Job Functions:**

Operates a variety of equipment, machinery, and tools used in street construction and garbage and recycling services and related systems, maintenance and repair projects, which may include a tractor, grader, paving machine, salt spreader, snow plow, brush mower, chain saw, shovel, rake, mechanic tools, etc.

May operate a variety of medium/heavy equipment used in street projects and garbage services, which may include a dump truck, front-end loader, grader, street sweeper, salt spreader, backhoe, roller, etc.

Transports, loads and unloads various materials and equipment used in projects.

Performs work functions associated with street construction and maintenance projects, and garbage and recycling services. May include, repairing streets, patching holes, compacting street surfaces, installing/repairing pipes, replacing sewers, repairing/replacing bridges, plowing snow, mixing/spreading street materials, spreading salt/sand, cutting pipes, cleaning/sweeping streets, cutting trees and brush, digging holes or trenches, shoveling materials, lifting/moving heavy materials, picking up materials, etc.

Performs general maintenance tasks necessary to keep machinery, equipment and tools in operable condition, which may include inspecting equipment, checking fluid levels, replacing fluids, greasing equipment, washing/cleaning equipment, cleaning shop and work areas, etc.: monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Utilizes precautionary safety equipment and monitors work environment to ensure safety of employees and other individuals.

Prepares or completes various forms, reports, time sheets, and other documents.

Receives various forms, reports, work orders, manuals, or other documentation: reviews, completes, processes, forwards or retains as appropriate

Communicates with supervisors, employees, co-workers, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages or directs calls to appropriate personnel; returns calls as necessary.

**Additional Duties and Responsibilities:**

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

**Key Performance Standards:**

Maintains a professional and accountable function that reflects pride in the Fire Department and the City of Frankfort.

Performs all duties and responsibilities in compliance with OSHA and IOSHA standards.

Ensures all equipment is safe to use prior to operating.

Operates all equipment in a safe manner.

Operates vehicles in compliance with posted speed limits

Meets all deadlines established by state statute, local ordinances and Elected Official or Department Head.

Meets customer service standards established by Elected Official or Department Head.

Ensures all correspondence and forms follow County guidelines, are accurate, and free from errors.

**Position Qualifications:**

High school diploma or GED; 5 to 11 months previous experience and/or training involving equipment operation; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and

abilities for this job. Must possess and, maintain a valid Indiana Commercial Driver's License (CDL) including appropriate endorsements.

Employee is eligible for upgrade if they qualify and maintain qualification on 5 out of the 8 equipment types; i.e. 2 ton truck, 2 ton truck salt spreader, loader, sweeper, grader, roller, patching machine, forklift..

**ADA Compliance**

Physical Ability:

Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling. The lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

Environmental Factors:

Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, or traffic hazards.

**Applicant/Employee Acknowledgement:**

The job description for the position of Laborer for the Street Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes \_\_\_ No \_\_\_

Applicant/Employee Signature:

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The City of Frankfort, Indiana, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.