



General Driver-Laborer

Department: Public Works	FLSA Status: Non-Exempt
Division: Public Works	Job Status: Non-Bargaining Unit
Reports to: Street Superintendent	Location: Plymouth City Garage
Prepared by: Director of Public Works/City Engineer	Approved by: Plymouth Common Council
Date: August 12, 2015	Date: September 8, 2015

GENERAL DESCRIPTION

This position performs manual labor in the maintenance and construction of city streets and city owned facilities. Operates various motorized vehicles and equipment, including front end loader, dump truck, pickup truck, utility truck, street sweeper, street roller, industrial mower, tree chipper, tamper, plate compactor, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone.

JOB FUNCTIONS

The following duties and responsibilities are not to be construed as exclusive or all-inclusive. Other duties and responsibilities may be assigned and required.

Examples of Essential Job Functions:

- Clear brush, rake leaves and mow grass.
- Paint crosswalks and parking lines and curbs.
- Remove snow from streets by shoveling, plowing and salting; Drive snow plow equipment.
- Drive vehicles as required to perform work as directed.
- Install, maintain and repair traffic and other regulatory signs.
- Check, clean and maintain all equipment used.
- Maintain cleanliness and orderliness of the garage facility.
- Repair curbing and manholes.
- Install and remove snow fence.
- Cut and remove trees; operation of chainsaw and stump grinder.
- Maintain cemetery buildings, facilities, head stones, flowers, trees and bushes.
- Maintain parks and athletic field buildings, lawn, shelters, fences, trees, flowers and bushes.
- Digs holes/trenches and assist in planting, fertilizing and watering lawns, plants, shrubs, and trees.
- Clear and clean roadsides, gutters, culverts, catch basins, and other drainage facilities.
- Set-up and take down of equipment for city recreation facilities.
- Patch streets (hot mix), fill potholes, seals cracks, grades gravel streets and gravel shoulders, fill holes in street (cold patch).
- Clean catch basins, clean storm sewer lines and manholes, repair damaged catch basins and manholes.
- Grease and check equipment, have a working knowledge of equipment and maintenance needs.
- Repair City facilities and equipment.

OTHER DUTIES

- Control traffic at work sites by flagging to guide traffic through work areas, as required or assigned.
- Perform related work as assigned.
- Perform all duties in conformance to appropriate safety and security standards.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Extensive knowledge of methods and materials used in general maintenance and repair work is required.
- General knowledge of occupational hazards and necessary safety precautions of equipment operation and limited knowledge of servicing assigned equipment and its adaptations and specialized uses is necessary.
- Ability to understand and follow oral and written instruction.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed above are representative of the knowledge, skills, and/or abilities required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND TRAINING

- Completion of a high school diploma or GED equivalent. A combination of experience and training which provides the required knowledge, skills and abilities.
- Must possess a valid driver's license, issued by the State of Wisconsin and also possess a valid Commercial Driver's License for air brakes, issued by the State of Wisconsin, or be able to obtain one within 60 days of employment.

WORKING CONDITIONS

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 disabilities to perform the essential functions. Regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. Frequently is required to stand and talk or hear.

Occasionally required to walk, sit, climb or balance, stoop, kneel, crouch or crawl and taste or smell. The employee must frequently lift and/or move up to 25 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. Specific hearing abilities required by this job include talking and hearing on the telephone and two-way radio.

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. General exposure to outside weather conditions. Frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually loud.

Disclaimer: The job description has been prepared to assist in evaluating various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty required of the position. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract.