

Job Description

Human Resource Use Only

Position Number:
Step/Grade
Effective Date: 03/2014

POSITION IDENTIFICATION

Position Title: Skilled Laborer
Division: Department of Public Infrastructure – Operations Division
Status: Full-Time Non-Exempt
Normal Workweek: 40 Hours, Monday - Friday

SUPERVISORY RELATIONSHIPS

Reports to: Operations Team Leader
Directly Supervises: No supervisory responsibilities

POSITION PURPOSE

Employees in this position perform skilled maintenance for the City of Manitowoc - Department of Infrastructure.

ESSENTIAL DUTIES

- Relay sanitary and storm sewers
- Install mini-sewers
- Reconstruct manholes and catch basins
- Lift Station Maintenance
- Pump during flooding conditions or emergencies
- Lamp and dye sewers
- Place hot mix asphalt
- Dig out and repair ditches in streets
- Crack filling
- Curb & Gutter repair
- Perform work on railroad transitions
- Set concrete forms
- Pour, strike off and finish concrete
- Snow plowing, salting, snow fence, sand barrels and shoveling
- Maintain docks, harbors and bridges
- Install and repair guard rails
- Sewer cleaning and maintenance
- Traffic Control / Signage
- Seasonal brush and leaf pickup
- Install and take down Holiday Lights
- Perform pre and post trip inspections

MINIMUM POSITION QUALIFICATIONS

- Education:** High school degree or equivalent. Technical training or any equivalent combination of experience and training which provides the required knowledge, skills and abilities for the position as determined by Management.
- Experience:** Experience in construction industry, roads and sewers, and working with blacktop, concrete and pipe laying. Experience in operating equipment involved in road construction and maintenance.
- Certifications/Licenses:** Prior training in confined space entry procedures preferred. Must possess valid Wisconsin Commercial Driver's License with ability to operate vehicle with air brakes.
- Other Requirements:** Dependable. Employee also must submit to a pre-employment drug test and participate in federally mandated DOT random drug testing program.

KNOWLEDGE, SKILLS, & ABILITIES

This position must possess good knowledge of procedures, equipment and skill needed to operate various pieces of equipment including but not limited to trucks with air brakes (with and without plowing attachments), compressors, jack hammers, tractors, off road equipment, concrete saws, hand saws, mowers, and leaf loaders; the ability to make minor repairs to equipment; knowledge of sewer systems; the ability to read and interpret documents such as safety rules, operating and maintenance instructions, blueprints, government regulations and procedure manuals; complete routine paperwork; effectively present information to other employees and supervisors; add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate figures, area, circumference, and volume; and the ability to apply concepts of basic algebra and geometry. This position must also possess the ability to understand and interpret a variety of instructions furnished in written, oral, diagram, or schedule form; apply situational reasoning ability by exercising good judgment in the implementation of work orders; and possess specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee may be required to use a respirator, either half mask or full mask, or a dust mask.

BACKGROUND CHECKS- Condition of Employment

PHYSICAL DEMANDS

The physical demands described herein 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.

- Manual Dexterity:** While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, bend, carry, twist, crouch or crawl; talk and hear. The employee is occasionally required to sit, climb, balance, taste or smell, and may be required to work in high places.
- Physical Effort:** The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more

than 100 pounds.

Working Conditions: In the performance of this position, the employee will be subject to outside weather conditions which may include extreme cold, extreme heat, wet and/or humid conditions and wind. The employee may be required to negotiate semi-rough or rough terrain. The noise level is generally moderate but may be quite loud, depending on equipment used or work being done in the area. The employee is frequently exposed to moving mechanical parts and vibration and may be exposed to fumes, airborne particles, and toxic or caustic chemicals. The employee must be able to perform work in confined spaces once properly trained to do so. The employee must be able to adjust from one schedule to another at short notice and be able to maintain attention to task in overtime situations.

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc 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.