

City of Mascoutah

JOB DESCRIPTION

Title: Public Works Laborer
Department: Water/Sewer/Street/Electric Department
Reports directly to: Water Department Superintendent and Public Works Director
Status: Full-Time (Minimum 40 hrs a week)

QUALIFICATIONS:

- Proficient in the use of all tools, methods and procedures used in locating and marking underground utilities.
- Proficient in construction, installation and maintenance methods for above and below grade infrastructures.
- Proficient in basic communication and technical devices.
- Capable of working independently with minimal supervision.
- Capable of working effectively with the general public.
- Capable of using tools and equipment properly.
- Capable of communicating in English through oral, written and computer formats.
- Capable of establishing and maintaining effective employee working relationships.
- Capable of being cross-trained for utilization in all public works departments.
- Capable of developing and maintaining written records and prepare reports.
- Capable of conducting basic computer operations and skills.

EDUCATION AND EXPERIENCE:

- High school diploma or GED.
- At least 3 years work experience in a public works related trade.
- At least 3 years work experience locating underground utilities.

RESPONSIBILITIES AND DUTIES:

- Utilize mapping tools and location information and operate locating equipment.
- Read and interpret utility maps to identify the type and size of above or underground utilities
- Accurately locate and mark the City's electric, water, sewer and communication lines.
- Develop a knowledge and understanding of the above or underground facilities infrastructure.
- Maintain a positive working relationship with all parties involved, including but not limited to customers, homeowners, contractors and other.
- Read and record water and electric meters monthly.
- Perform meter/meter remote change outs.
- Respond to utility complaints.
- Maintain records and prepare reports.
- Perform other duties as deemed necessary by all supervisors.
- Assist other departments within the Public Works Departments.
- Other duties as assigned.

CERTIFICATES, LICENSES, REGISTRATIONS:

- “Class B” Commercial Driver’s License or Capable of obtaining one within the first year of employment.
- “Class D” Water Operators License or Capable of obtaining one within the first 2 years of employment.

PHYSICAL DEMANDS:

- Must be able to drive various vehicles on a daily basis.
- Capable of operating light to heavy equipment and tools.
- Prolonged walking, balancing and feeling; occasional climbing, standing, sitting, kneeling, stooping and crouching, pushing and grasping in the performance of daily activities.
- Requires varying levels of concentration and attention.
- Requires accurate visual and hearing interpretation.
- Must be able to occasionally handle up to and over 60 pounds of material, up to 30 pounds of material routinely.
- Must be able to continuously move material by hand, frequently by truck and rarely by forklift and crane hoist.
- Must be able to lift 50 pounds chest high.
- Must be able to wear all types of personal protective equipment

WORK ENVIRONMENT:

- Capable of perform indoor and outdoor duties in all kinds of climates and weather.
- Hazards include proximity to moving mechanical parts, vibration, electrical current, noise, exposure to high heat, exposure to chemicals.
- May be subjected to conditions including fumes, odors, dust, gases, oils or poor ventilation.
- Requires daily local travel.
- Capable of perform job duties and responsibilities during emergency situations and under extreme weather conditions.

This job description purpose is to indicate the types of tasks and difficulty levels needed for this position. It is not intended to state specific duties and responsibilities or to limit the control of a supervisor to assist, direct or assign work of employees under their supervision. This document will not exclude other duties not stated herein.