

**CITY OF SAVANNAH
JOB DESCRIPTION**

JOB TITLE: **LABORER**

DEPARTMENT: Utility

CLASSIFICATION: Non-Exempt/Regular Full-Time Employee

REPORTS TO: Crew Leader

PREPARATION DATE: March 26, 2020

REVISION DATE: August 26, 2021

DEFINITION:

The employee is under the immediate supervision of the Crew Leader. Instructions to the employee are detailed and specific. The purpose of this classification is to perform manual labor associated with the construction, maintenance, and upkeep of City gas, water, and sewer systems.

ESSENTIAL FUNCTIONS OF THE JOB:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Performs manual labor in support of construction, maintenance, and upkeep projects: lifts, moves, loads, and unloads materials, equipment, tools, and supplies; and transports materials, supplies, tools, and equipment to and from the worksite.

Follows established safety procedures: utilizes safety equipment and wears protective gear; monitors work environment to ensure safety of employees and other individuals; monitors traffic conditions surrounding trucks and equipment to identify obstructions, pedestrians, or unsafe traffic conditions; flags and directs traffic and places markers, signs and cones around project and work site to ensure safety of crew and the traveling public; reports any incidents, accidents, problems, or unusual situations.

Performs manual work functions associated with construction and maintenance projects for gas, water, and sewer systems: locates, cuts, installs and/or repairs gas, water, and sewer pipes; digs ditches, trenches, and holes manually or utilizing power equipment; shovels, rakes, spreads, compacts, and levels dirt, rock, asphalt, cement, and other materials; cuts and repairs water and sewer taps; builds and repairs manholes, catch basins, valve boxes, etc.; replaces grit screens; constructs, repairs, and clears ditches; clears drainage obstructions; breaks up pipes and concrete;

installs or replaces water meters, meter boxes, lids, or other components; mixes cement; welds parts; and performs related labor.

Performs various tasks involving grounds maintenance: mows grass; prunes tree limbs, hedges, and shrubs; picks up and disposes of tree limbs, brush, debris, litter, and other materials from grounds; rakes ground materials; blows leaves and debris from walkways or grounds; and performs other grounds maintenance activities, as assigned.

Operates a variety of machinery, equipment, and tools associated with department projects, which may include a service truck, backhoe, trencher, skid steer, track hoe, pickup truck, bobcat mower, shovel, hand and power tools, vactron, sewer machine, welding equipment, dump truck, or other tools and equipment.

Performs general cleaning and maintenance tasks necessary to keep equipment and tools in operable condition, which may include inspecting equipment, checking and replacing fluids, refueling vehicles, performing minor equipment repairs, greasing equipment, sharpening blades, replacing parts, washing and cleaning equipment, or cleaning shop or work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, work orders, mowing charts, timesheets, leak sheets, inventory logs, maps, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

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

REQUIRED KNOWLEDGE AND ABILITIES:

Knowledge of the materials and equipment used in general maintenance and construction work.

Knowledge of occupational hazards and safety precautions.

Ability to carry out verbal and written instructions in a timely and efficient manner.

Ability to establish and maintain effective working relationships with other employees and members of the general public.

QUALIFICATIONS:

High School Graduate or GED.

Experience in performing heavy manual work.

Must possess a valid Tennessee driver's license.

Ability to obtain a valid Class B Tennessee Commercial Driver's License.

Must pass a physical and drug screen by a licensed physician.

ADA COMPLIANCE:

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and prolonged standing, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

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, confined spaces, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal/human bites, disease, pathogenic substances, or rude/irate customers.

The City of Savannah, Tennessee 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.