

JOB DESCRIPTION

JOB TITLE: LABORER
REPORTS TO: JOB SUPERVISOR
DEPARTMENT: ROAD AND BRIDGE
DIVISION: HIGHWAY DIVISION
CLASSIFICATION: NON-EXEMPT

ORIGIN DATE: MAY 1994
REVISION DATE: SEPT. 2018
DEPARTMENT NO: 11-00
JOB NO: 00-32
JOB ZONE: 4.0 to < 6.0

- I. JOB SUMMARY:** This is a non-exempt job performing a variety of semi-skilled manual tasks and operates selected types of light equipment involved in highway maintenance activities.
- II. ESSENTIAL JOB FUNCTIONS:**
- a. Must maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, citizens, coworkers and management.
 - b. Being pleasant with others on the job and displaying a good-natured, cooperative attitude.
 - c. Maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
 - d. Must be reliable, responsible, dependable, and fulfill obligations.
 - e. Must show up for work on a regular and predictable basis as scheduled.
 - f. Learn and follow safety rules and regulations and maintain a safe and clean environment.
 - g. Adhere to proper operating methods and monitor operations to ensure that health and safety standards are met.
 - h. Perform job in a safe manner with full consideration given to personal safety of yourself, fellow crew members and the public.
 - i. Perform inspection and preventative maintenance on assigned equipment and assist in the servicing and repair of same.
 - j. Observe roads, bridges, culverts, ditches and road signs for maintenance needs and reports problem areas to the Road Supervisor.
 - k. Control traffic passing near, in, or around work zones.
 - l. Take actions to avoid potential hazards or obstructions, such as utility lines, other equipment, other workers, or falling objects.
 - m. Turn in daily time sheets and mileage logs as required.
 - n. Locate underground services, such as pipes or wires, prior to beginning work.
 - o. Perform manual labor such as patching, sign repair, bridge and culvert construction and repair, loading and unloading and moving supplies and materials.
 - p. Operate various types of general maintenance equipment such as light trucks, rollers, front-end loaders, mowers, chain saws and welders in a safe and efficient manner.
 - q. Signal equipment operators to facilitate alignment, movement, or adjustment of machinery, equipment, or materials.
 - r. Load and unload materials, machinery, or tools.
 - s. Mix, pour, or spread concrete or asphalt.
 - t. Provide assistance to workers such as mechanics, carpenters, equipment operators, supervisors.
 - u. Lubricate, clean ,maintain or repair machinery, equipment, or tools
 - v. Position or dismantle forms for pouring concrete, using saws, hammers, nails, or bolts.

- w. Smooth or finish freshly poured concrete or placed asphalt, using floats, trowels, or screeds.
- x. Compact materials
- y. Dig holes or trenches.

III. INTERMITTENT DUTIES:

- a. Perform related work as assigned.
- b. May be required to attend seminars or training sessions.

IV. QUALIFICATIONS:

- a. Must possess appropriate Kansas driver license.
- b. Hazardous Materials Awareness Level Certificate preferred.
- c. EXPERIENCE: None.
- d. EDUCATION: High school diploma, G.E.D. or equivalent required. Additional equipment operation training desired.
- e. KNOWLEDGE:
 - i. Must be able to receive, interpret and follow verbal and written instructions. Required to read, write and speak English fluently, with the ability to speak a foreign language helpful.
 - ii. Knowledge of relevant equipment, machines and tools, including their uses, repair and maintenance is desired.
- f. SKILLS:
 - i. Operate two-way radio, motor vehicle and the equipment.
 - ii. Problem Solving: Limited.
 - iii. Decision Making: Limited.
 - iv. Supervisory: None.
 - v. Financial/Budgetary: None.
 - vi. Interpersonal: Frequent contact with department personnel. Infrequent with the public.
 - vii. Working Conditions: No adverse conditions in the office. Subject to working outside in all kinds of weather conditions. Required to respond to emergency situations. Subject to work voluntary overtime.
 - viii. Active Listening: Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
 - ix. Active Learning: Understanding the implications of new information for both current and future problem-solving and decision-making.
 - x. Deductive Reasoning: The ability to apply general rules to specific problems to produce answers that make sense.
 - xi. Selective Attention: The ability to concentrate on a task over a period of time without being distracted
 - xii. Operation Monitoring: Watching gauges, dials, or other indicators to make sure a machine is working properly.
 - xiii. Oral Comprehension: The ability to listen to and understand information and ideas presented through spoken words and sentences.

- xiv. Oral Expression: The ability to communicate information and ideas in speaking so others will understand.
- xv. Requires sufficient hearing level to be able to deal with people and communicate with others directly or by telephone.
- xvi. Requires sufficient visual acuity to read and write and operate equipment.
- xvii. Coordination: Adjusting actions in relation to others' actions.
- xviii. Static Strength: The ability to exert maximum muscle force to lift, push, pull, or carry objects.
- xix. Control Precision: The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
- xx. Stamina: The ability to exert yourself physically over long periods of time without getting winded or out of breath.
- xxi. Extent Flexibility: The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.
- xxii. Physical Requirements: Lift up to 90 pounds to a height of 48 inches and brief periods of intense physical effort.
 - 1. Employees hired after July 22, 2016: Lyon County/City of Emporia (Company) understands that a job analysis is being completed in compliance with the American's with Disabilities Act (ADA). One of the outcomes of the job analysis is the determination of one or more job specific tests that will either qualify or disqualify the post-offer or post-employment (fit for duty) candidate for the position. For the Classification Series of LYON COUNTY/CITY OF EMPORIA: LABORER MAINTENANCE: The Company representative hereby acknowledges the following as valid physical requirements:
 - a. Employee lifts/carries 80 pounds occasionally (less than 33% of the time or 1-100 times per day).
 - b. Employee lifts/carries 50 pounds frequently (34%-66% of the time or 100-500 times per day).
 - c. Employee lifts/carries 20 pounds constantly (67%-100% of the time or over 500 times per day).
 - d. Employee's position requires pushing a maximum force of 100 pounds.
 - e. Employee's position requires pulling a maximum force of 100 pounds.
 - 2. SAFE LIFTING CRITERIA:
 - a. **Floor to knuckle**: 72 lbs
 - b. **12" to knuckle**: 72 lbs
 - c. **Knuckle to shoulder**: 36 lbs
 - d. **Shoulder to overhead**: N/A
 - e. **Carry**: 72 lbs
 - f. **Push**: 90 lbs force
 - g. **Pull**: 90lbs force

This job description has been examined for compliance with the Americans With Disabilities Act (ADA) and the Fair Labor Standards Act (FLSA). **This description is a general statement of**

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required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other duties as assigned.

By Signing below, I am certifying that I have read and understand the job description. I also attest that there is nothing in this Job Description that precludes me from performing any of the aforementioned duties with or without reasonable accommodation.

Signature _____ Date _____

Printed Name _____

Lyon County Representative Signature _____