ASHEVILLE, NORTH CAROLINA

Classification Specification

Laborer
Job Code: 9935
FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to perform manual work associated with the construction and maintenance of City streets, sidewalks, rights-of-way, and stormwater and drainage systems, and other infrastructure as part of a public works crew.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

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 public works projects: lifts, moves, loads, and unloads materials, equipment, tools, and supplies; gathers and/or retrieves supplies, materials, tools, equipment, and other items needed to complete assigned work; transports materials, supplies, tools, and equipment to and from the worksite; assists with site preparation and operation of equipment; and performs related duties as assigned.

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.

Operates a variety of machinery, equipment, and tools associated with department projects, which may include a service truck, concrete rack, shovel, bull float, swing trowel, hammer, vac-con truck, manhole hooks, rakes, hand and power tools, hose reel, vacuum equipment, jet heads, tiger tails, hydrant tool, 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, replacing parts, washing and cleaning equipment, or cleaning shop or work areas; monitors equipment operations to maintain efficiency and safety; and reports faulty equipment to supervisor.

Performs various manual tasks in support of streets and sidewalk projects: installs and removes sidewalks, curbs, gutters, and culverts; clears and repairs ditches; clears drainage obstructions from culverts, ditches, and gutters; mixes, pours and finishes concrete; patches and repairs cracks and holes in surfaces; compacts and packs ground materials; and installs and removes concrete forms and pins.

Performs manual work functions associated with construction and maintenance projects for stormwater drainage systems: installs, repairs, lays and/or cuts pipes; cuts and repairs sewer taps; removes, shovels, and rakes stormwater lids and grates; 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; cleans curb lines, structures, and pipes; loads water onto trucks; and attaches and unattaches truck equipment.

Assists during emergency weather events and other activities, as assigned: installs signs and barricades; installs tire chains on trucks; attaches snowplows and spreaders to trucks; and cleans and maintains equipment during snow events. Communicates with supervisor, other City employees, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

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, employee check ins, pay stubs, travel vouchers, emails, leave forms, work orders, vehicle maintenance records, uniform allowance forms, maps, weather forecasts, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing database, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

High school diploma or GED required; supplemented by one year of work experience that shows an ability to maintain steady employment in any field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary

to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to compile, assemble, copy, record and/or transcribe data according to a prescribed schema or plan. Includes judging whether readily observable functional, structural, or compositional characteristics are similar to or divergent from prescribed standards, procedures, or routines.

Human Interaction: Requires the ability to exchange information for the purpose of clarifying details within well-established policies, procedures, and standards.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

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, 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, traffic hazards, bright/dim lights, toxic agents, disease, pathogenic substances, or rude/irate customers.

The City of Asheville 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.