

CITY OF MENASHA
Position Description

Position Title: Common Laborer
Department: Public Works
Status: Non-Exempt
Position Reports To: Public Works Superintendent
Date of Description: September 19, 2016

SUMMARY

Under supervision to perform manual labor work and operate trucks, tractors and implements in a variety of assignments which occasionally require a moderate to high degree of skill and to do related work as required.

ESSENTIAL FUNCTIONS to include the following:

- Assist in constructing, repairing and maintaining streets, sidewalks, culverts, drainage ditches, sewers and street signs.
- Perform Sanitation Worker functions.
- Assist with snow removal activities, including operation of equipment used in plowing and salting activities.
- Assist with pavement marking, including painting street lane markings, cross walks, etc.
- Cut weeds, brush, etc.
- Assist with utility excavations, installations and repairs involving storm and sanitary sewer systems.
- Occasionally operate equipment and machines incidental to public works maintenance activities.
- Report for work as scheduled.

POSITION REQUIREMENTS/QUALIFICATIONS

- Current work knowledge in the methods, material, tools and equipment commonly used in public works construction and maintenance work.
- Current work knowledge and experience with occupational hazards and safe work practices.
- Current and demonstrated ability to perform manual labor for extended periods and to withstand exposure to variable extreme weather conditions.
- Current and demonstrated ability to understand and effectively carry out oral and written instructions.
- Ability to get along well with others.
- Graduation from high school.
- Two or more years of concrete forming, pouring and finishing experience, Public Works type of maintenance work experience and/or refuse and recycling collection experience, with in the past two years.

SPECIAL REQUIREMENT

- Possession of a valid Wisconsin Class B, C and D Commercial Drivers License with air brake endorsement and good driving record which meets the legal and medical requirements of the CDL or obtain within three months of the date of hire.
- Tanker endorsement shall be acquired prior to completion of the probationary period.

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.

- While performing the duties of this job, the employee is regularly required to sit, stand, walk and use both hands to handle or feel, touch, grasp; reach with hands and arms, climb, balance, stoop, kneel, crouch or crawl, talk and hear.
- Specific vision abilities include close and distant vision, peripheral vision, depth perception, and ability to focus.
- Ability to lift 50 pounds on a frequent basis.
- Overtime and changes in scheduled shifts will be required.

FUNCTION OF POSITION DESCRIPTION

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 Menasha 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 Menasha is an equal opportunity employer, in compliance with the American 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.