

CITY OF MENASHA

Position Description

Position Title: Common Laborer

Department: Public Works

Status: Non-Exempt

Position Reports To: Public Works Superintendent

Date of Description: May 8, 2015

SUMMARY

This position performs a variety of semi-skilled manual labor tasks related to public works operation of trucks, tractors and implements; to assist in tasks related to the collection of solid wastes involving the operation of refuse trucks for the Department of Public Works. The Common Laborer under the supervision of the Public Works Superintendent will perform a variety of semi-skilled public works maintenance tasks or related work.

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.

POSITION REQUIREMENTS/QUALIFICATIONS

Requires a high school diploma, and a minimum of one year of work experience in methods, materials, tools and equipment commonly used in public works construction and maintenance work, or a combination of training and experience which provides the following knowledge, skills, and abilities:

- Ability to perform manual labor for extended periods and to withstand exposure to variable extreme weather conditions.
- Ability to understand and effectively carry out oral and written instructions.
- Ability to establish and maintain effective working relationships with other employees, and the public, and to deal with the public in a courteous and tactful manner.
- Ability to proficiently perform related work while wearing required safety equipment.
- Working knowledge and compliance with occupational hazards and safety policy and procedures.

SPECIAL REQUIREMENT

- Possession of a valid Wisconsin Class B, C and D Commercial Drivers License with no air brake restrictions, and good driving record which meets the legal and medical requirements of the CDL.
- 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 may 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.