

CITY OF WOODLAND

PUBLIC WORKS LABORER – Temporary Position

Department: Public Works
Date: March 26, 2021

Nature of Work: Employees in this class perform routine semi-skilled and unskilled labor, involving heavy physical labor, in the maintenance and related service activities related to street, sidewalks, park, facility, and utility maintenance. The duties will require functioning out of doors in all types of weather conditions.

Supervision Received: Position is under the direct supervision of the lead worker, Public Works Senior Leadman or supervisor.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS -- Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

- Works as part of a maintenance crew. Cleans streets and right-of-ways of general debris. Clean and sanitize restroom facilities, fixtures and buildings. Cuts grass and trims shrubs, trees and other vegetation along street rights-of-way and in parks. Plant, water and maintain landscape areas.
- Patches streets and sidewalks with appropriate paving material, requiring extended periods of standing and walking.
- Cleans drainage facilities of debris; cleans out catch basins. Clean sewer pumping stations, read and record pump data. This function requires climbing ladders, accessing manholes and shoveling heavy work in the right-of-way.
- Acts as a flagger to alert traffic and protect crew when required; sets up and picks up cones after work in the right-of-way.
- Operate a variety of tools such as a jackhammer, tamper, lawn mower, garden, mechanic and carpentry tools.
- Operate and park light utility vehicles, operate a dump truck to load and unload materials as required in some operations.
- Performs related work as required and other duties as assigned.

Marginal Functions:

- Must be able to lift 50 pounds routinely and up to 100 pounds occasionally.
- Minor maintenance or repairs on equipment and facilities.
- Utilize proper safety precautions related to all work performance.
- Occasionally reading of water meters, recording of data manually and electronically.
- Respond to requests and inquiries from the general public.
- Perform related duties and responsibilities as required.

- Individuals may perform other duties as assigned including work in other areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

Minimum Requirements

Work Experience and Training:

- A. High school graduate or G.E.D. equivalent, and
- B. Possess and maintain a valid Washington State Driver's License.
- C. Able to obtain Industrial First Aid Card.
- D. Able to obtain a Flagging and Traffic Control Card.
- E. Must be a citizen of the U.S.

Knowledge, Skills and Abilities:

- Knowledge of methods, materials and equipment used in general maintenance and custodial work.
- Ability to work limited hours on weekends as required by the Public Works Director or designee.
- Operate the listed tools and equipment.
- Ability to understand and follow oral and written instructions.
- Ability to perform strenuous physical work.
- Ability to function out-of-doors under all types of weather conditions.
- Ability to cooperate and work with others.
- Ability to respond to public inquiries in a courteous and professional manner.
- Ability to work independently in the absence of supervision.
- Ability to fluently speak, read and write the English language.

Special Requirements

- As a condition of employment, direct deposit of payroll to a bank of employees choice, is required.
- It is the policy of the City of Woodland to comply with the federal, Drug Free Workplace Act of 1988 and City policies relating to this.
- The City supports uniformity and fairness, without discrimination, in the selection and treatment of all City employees and provides for the development and retention of a knowledgeable, capable and efficient career work force
- A copy of the City Personnel Policy will be provided upon request.
- Any applicant receiving an offer of employment from the City of Woodland will be required to successfully complete a pre-employment drug screening.

Tools and Equipment Used:

- Standard garden and maintenance tools
- Mowers, rakes, weed eater, rototiller, blower, tamper, saws, hand tools, etc.

- Motor vehicles
- Telephone

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PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and the work environment characteristics described here 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.*

- **Constant Demands:** Sitting, talking, hearing, and seeing (specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus).
- **Frequent Demands:** Standing, walking, and occasionally carrying tools and maintenance materials, twisting above the waist and reaching (knees to shoulder and above shoulder), repetitive hand and arm motion, fine finger manipulation in the use of a maintenance instruments; physically capable of moving about on work sites and under adverse field conditions.
- **Occasional Demands:** Driving, lifting (average of 20 pounds routinely and up to 100 pounds occasionally), climbing stairs and ladders, pushing/pulling, working at heights/balancing, bending at the waist, crouching, kneeling/squatting, reaching below the knees, handling/grasping, foot controls, smelling, working near moving mechanical parts and sometimes in high, precarious places.
- **Environmental Factors:** A large percentage of employee's time is spent outdoors; exposed to wet and/or humid conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals; risk of electrical shock and vibration.

** Listing is for purposes of example only and is not intended to be all-inclusive. Individual is expected to perform any additional duties requested.*

Dated this 5th day of April 2021.
Laborer - Temporary

Reviewed by the City Council and
Approved by the Mayor this 5th day of April 2021.

William A. Finn, Mayor