

## **JOB SUMMARY**

The General Laborer is an entry level position that provides manual labor support to the Road Department. The General Laborer's work schedule is 7:00 am to 5:00 pm, Monday through Thursday, but is required to report for inclement weather and other emergencies on occasion that could be outside of the normal work schedule.

## **ESSENTIAL DUTIES**

General Labor

Utilizing a chainsaw when trimming or removal of trees and brush

Traffic Control Flagging

Put out safety signs on the roadway

Installing road safety reflectors

Cleaning brush out of the road right away

Cleaning out drainage pipes and ditches along public rights of way

Clearing the public roadways

General equipment maintenance

All other duties as assigned. Duties, responsibilities and activities may change at any time with or without notice

## **COMPETENCIES**

Able to manage time effectively

General knowledge of chainsaws, weed eaters, shovels, and other small hand tools and equipment

Customer service skills

Able to follow directions

## **EDUCATION AND EXPERIENCES**

High School diploma or GED

Prefer one-year experience in construction or general maintenance

Valid driver's license

Class A and Class B CDL's preferred

## **SKILLS AND ABILITIES**

Able to operate a chainsaw, weed eater, shovel

Ability to communicate effectively and professionally with the general public

Able to maintain good teamwork and collaboration

Able to follow safety guidelines, and instructions

Knowledge of basic hand tools and construction equipment

Able to complete basic roadside clean up, brush and tree clean-up and other small jobs without supervision

Able to hold a traffic safety sign for extended periods of time

## **PHYSICAL DEMANDS**

These physical demands are representative of the physical requirements for an employee to successfully perform the essential functions of a General Laborer for the Road Department. Reasonable accommodation can be made to enable people with disabilities to perform the essential function of this position. These physical demands include, but are not limited to:

While performing the responsibilities of the job, the employee is required to be able to lift at least 45 pounds. He/She must be able to stand, walk, sit, and squat for extended periods of time. He/She must be able to bend and reach over his/ her head. Other physical demands include but are not limited to.

Extensive Walking in diverse terrain

Climbing and balancing on equipment, step stools, and ladders

Standing for extended amounts of time or squatting

Able to lift a minimum of 45 lbs

Lifting and carrying equipment

Bending, twisting, pushing, and pulling while working on equipment

Maintain work during extreme weather such as heat or severe cold, rain, sleet, and snow

Able to complete repetitive motions with arms and legs

Holding objects up including flags and traffic safety signs during jobs

## **WORK ENVIRONMENT**

While performing required duties of a general laborer the employee can be exposed to moderate to high noise levels. Duties will be performed 95% outside in all parts of Ben Hill County. Environmental factors include extreme weather conditions including heat, rain, sleet, and snow at times. There are also times that a General Laborer could be exposed to respiratory hazards including fumes from gases, chemicals, dust, and dirt. There is exposure to dangerous machinery as well as moving vehicles while work is being performed. PPE should be worn as needed.

## **STANDARDS FOR MEASURING PERFORMANCE**

Successful development and implementation of objectives; continuous growth in service provided

Appropriate and positive interaction with staff, management, volunteers, and private citizens

Accomplishment of job functions in an effective and timely manner

Effectiveness in establishing priorities, working on multiple assignments and concurrent projects, appropriately completing assigned tasks

Exercise of sound judgment in the absence of specific guidelines

Demonstrated ability to thoroughly analyze problems and instructions; to meet demanding and changing deadlines despite interruptions

Compliance with established policies and procedures

Ability to work alone or with a team