

City of St. Charles Position Description 	Position Title Laborer – Public Services	<div style="text-align: right; border: 1px solid black; padding: 2px;"> F Functional Required </div>	
	Department Public Works	Division Public Services	Section
	Full/Part Time Full Time	Union Teamsters	
	Reports to - Public Services Division Manager(s) - Assistant Division Manager(s) - Crew Leader(s) - Equipment Operator(s)	Positions Supervised 	Seasonal Employee(s)
	FSLA Status Non-Exempt	Salary Grade 	1

Position Description Overview

This position, under the general supervision of the Public Services Equipment Operator, Sign Tech, Maintenance Tech, Crew Leader, Assistant Division Manager and/or Division Manager, is responsible for, but not limited to, performing a variety of manual, semi-skilled, and skilled tasks in the construction, maintenance, and repair of City owned property and its services. This position may be asked to become an Equipment Operator, Maintenance Technician, Sign Technician, Crew Leader or Welder when the need arises.

Essential Job Functions

Standard

1. Take personal responsibility to provide exceptional customer service in order to promote and maintain a positive City image, constructive working environment, and foster pride and professionalism in the workplace and community.
2. Adhere to all departmental and City safety policies.
3. Consistent attendance and punctuality is required.

Position-Specific

1. Perform various standard tasks using a wide variety of manual and powered equipment, including but not limited to, backhoe, end loader, street sweeper, facility sweeper, John Deere tractors with or without attachments, skid steer, shovels, chain saw, post puller/driver, scissors lift, power saws, chippers, compressors, tampers, rakes, jackhammers, etc. Pour and shovel asphalt, concrete, gravel, cold patch, pothole patcher, and similar materials. Drive one of a variety of vehicles on a daily basis and receive training in the operation and care of vehicles and equipment used.
2. Repair curbing and sidewalks using jackhammers, picks, shovels and other related equipment; fragment curbing and sidewalks for replacement and removal; place forms and shapes; and finish concrete and patches adjoining road surfaces, as needed.
3. Maintain and inspect storm sewer collection system using sewer jet, vacuum trucks, closed circuit televising equipment and other related items. Inspect and maintain trunk sewer lines, manholes,

- river/creek basins, and other related areas. Repair yards and fences. Replace or repair catch basins, manholes, culverts, retaining walls, and broken/ damaged sewer pipes.
4. Repair storm sewers and structures using jackhammers, picks, pumps, shovels and other related equipment.
 5. Install, repair, replace and remove signs and sign posts.
 6. Respond to emergency callouts for signs down.
 7. Relocate, move or modify office furniture, file cabinets, desks and chairs, etc. consistent with a typical office setup or move. This includes, but is not limited to, miscellaneous rough carpentry, painting, wallpaper and wall repairs. It also includes repairing and/or installing tables, shelves, cabinets, counter tops, and other wood/plastic/metal furnishings and trim.
 8. Perform landscape duties such as mowing, trimming, flower planting, weed pulling, sweeping, snow removal, sprinkler system repairs and winter prep. Sidewalk and brick repair, sodding, tree trimming, chemical spraying, etc.
 9. Perform set up and clean up of special events (e.g.) Scarecrow Fest, Wellness Fair, Training, Parades, Pride of Fox, Lighting of the Lights, Special Holiday Events, Flag Lowering Days, etc.) This includes PA set up, tables, chairs, etc.
 10. Handle miscellaneous custodial duties such as replace burned out light bulbs, clean and maintain museum grounds and new parking deck to include changing garbage bags, clean and maintain new bike path, replace flags on city properties, take care of plants, and respond to calls to lock and/or unlock doors. Repair, replace, clean and install drop ceilings.
 11. Demolish walls, rooms, etc. prior to remodeling.
 12. Respond to emergency situations such as storm sewer backups, flooding from rain events, snow removal, etc. and support other City departments/divisions in the abatement of emergency situations.
 13. Perform work related to City-wide programs as needed.
 14. Repair & maintain all small engine equipment including snow blowers, lawnmowers, chainsaws, weed eaters, fire alarms, system tests, etc.
 15. Complete any paperwork pertaining to job assignment.

Additional Job Functions

Standard

1. Contribute to a positive group environment by:
 - Complying with all safety policies, practices, and procedures, and reporting all unsafe activities to supervisor and/or Human Resources.
 - Participating in proactive team efforts to achieve departmental and City-wide goals;
 - Assisting other co-workers on special projects as required; and
 - Providing leadership to others through example and by sharing knowledge and skills.
2. Perform other duties as required or assigned.

Position-Specific

1. Perform basic care and trimming of parkway trees.

2. Perform basic sign shop duties.
3. Perform basic welding shop duties and help out or fill-in when the need arises.
4. This position may be assigned to work in the Sanitary Sewer Division as needed.

Basic Requirements	
For successful performance in this position, the incumbent will need to demonstrate the following:	
Knowledge	<p><i>Standard</i></p> <p>N/A</p>
	<p><i>Position-Specific</i></p> <ol style="list-style-type: none"> 1. General knowledge of streets maintenance and repair methods, procedures, and techniques. 2. General knowledge of storm sewer maintenance and repair methods, procedures and techniques. 3. Working knowledge of the operation and maintenance of all pertinent machinery, equipment and tools. 4. General knowledge of all applicable safety procedures and precautions.
Skills	<p><i>Standard</i></p> <p>N/A</p>
	<p><i>Position-Specific</i></p> <ol style="list-style-type: none"> 1. Effective interpersonal and communication skills for interaction with elected and appointed officials, co-workers, agencies, other governmental units, and the public.
Abilities	<p><i>Standard</i></p> <ol style="list-style-type: none"> 1. Ability to maintain primary residency within the following boundaries within six (6) months of employment: commencing at the center of the intersection of Route 20 and IL Route 59 proceed westerly along Route 20 to Plank Road (Kane County Route 22 and 38), continuing west along Plank Road to County Line Road, continuing south along County Line Road to the Union Pacific Railroad tracks, continuing northwesterly along the Union Pacific Railroad tracks to the northerly extension of South Kincaid Street (on the west side of Maple Park), continuing southerly along South Kincaid Street extended southerly to IL Route 38, continuing southeasterly along IL Route 38 to County Line Road, continuing southerly along County Line Road to Perry Road (Kane County Route 4), continuing easterly along Perry Road to Harter Road, continuing southeasterly along Harter Road to Lorang/Dugan Roads, continuing south along Lorang/Dugan Roads to Route 30, continuing east on Route 30 to IL Route 56, continuing easterly along IL Route 56 to Galena Boulevard, continuing easterly on Galena Boulevard to Orchard Road, continuing northerly along Orchard Road to Indian Trail Road, continuing easterly along Indian Trail Road to IL Route 31, continuing northerly along IL Route 31 to I88, continuing easterly along I88 to IL Route 59, continuing northerly along IL Route 59 to Route 20, also including the City of West

	<p>Chicago that is westerly of County Farm Road.</p> <ol style="list-style-type: none"> 2. Possession of a valid CDL class driver’s license, with appropriate endorsements, or receipt of one within six (6) months of commencing employment. <p><i>Position-Specific</i></p> <ol style="list-style-type: none"> 1. Ability to work in confined spaces. 2. Ability to learn the geographic region of the City. 3. Ability to understand and to follow verbal and written instructions and to prepare written records and reports. 4. Ability to smell sewer gases, Nicor problems and other hazardous odors. 5. Ability and willingness to respond to emergencies twenty-four (24) hours a day, seven (7) days a week and carry a wireless communication device.
<p>Education & Experience</p>	<ol style="list-style-type: none"> 1. High school diploma or equivalent. 2. Minimum of one (1) year of experience in Public Works and/or construction industry. 3. Any equivalent combination of experience and education that provides the required knowledge, skills, and abilities.
<p>Physical/ Environmental Demands</p>	<p><i>Standard</i></p> <ol style="list-style-type: none"> 1. Physical ability to sit, stand, walk, climb, balance, stoop, kneel or crouch. 2. Physical ability to reach items with arms and hands and manual dexterity and fine motor skills sufficient to perform all essential and additional job functions and basic requirements listed above. 3. Physical ability to see close, at a distance, and with a peripheral vision as well as adjust vision focus and distinguish objects and colors. 4. Physical ability to hear ordinary conversation, such as questions from residents, as well as other sounds, including the back-up alarm on trucks and other equipment, radio-dispatched calls and /or signals, and calls for help from a co-worker, etc. <p><i>Position-Specific</i></p> <p>Extensive heavy physical activity performing strenuous daily activity at loud to very loud noise levels, in an outdoors environment, exposed to changing conditions such as extreme heat and cold, high winds, rain or snow storms, flood conditions, etc., including:</p> <ol style="list-style-type: none"> 1. Physical working conditions which may provide exposure to air contaminates such as dust, fumes, smoke and disagreeable odors. 2. Physical working conditions that may provide exposure to vibration while operating a piece of equipment. 3. Physical working conditions that may provide exposure to low levels of illumination and/or awkward working space.

	<ol style="list-style-type: none">4. Physical working conditions that may provide exposure to a variety of grades and elevations.5. Physical working conditions that may provide exposure to energized electrical circuits, natural gas conduits, and other noxious or hazardous substances.6. Physical working conditions that may require work with MH's/confined space and the use of ventilation, masks, and/or S.C.B.A.7. Physical activity involving sitting, standing, walking, bending, crouching, crawling, climbing, kneeling, pushing, pulling, stepping and stooping.8. Physical activity involving shoveling concrete and debris.9. Physical activity involving lifting, moving, and replacing heavy objects and using heavy tools or equipment weighing up to 100 pounds, such as manhole covers and other cast iron products, cement products, jackhammers, logs etc.10. Physical activity involving descending into and ascending out of a manhole.
--	---

Revised 5/28/2014

Position Description Acknowledgement

Position Title

Laborer – Public Services

Revised/Updated

5/28/14

I understand that nothing in this position description restricts this organization's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the assignment of essential job functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

Employee

Date

Supervisor

Date

Human Resources

Date