



City of Oak Point Job Description

JOB TITLE:	Laborer/Equipment operator	SALARY RANGE:	\$32,240 - \$36,400 annually \$15.50 - \$17.50 hourly
DEPARTMENT:	Public Works	STARTING SALARY:	DOQ
FLSA STATUS:	Non-exempt	EFFECTIVE DATE:	August 2020

JOB SUMMARY

- Operates light to medium equipment such as various types of mowers, backhoes, skidsteers, dump trucks, loaders and tractors with implements to perform various tasks.
- Performs various duties using chain saws, weed-eaters, sod cutters, utility vehicles, field groomers, painters, sprayers and hand tools.
- Inspects equipment, park structures and playgrounds for safety compliance
- Performs minor construction and park facility repairs using skilled trade practices
- Assists crew in coordinating day to day tasks.
- Inspects equipment and performs minor maintenance activities and reports exceptional problems to the supervisor.
- Performs work to ensure appropriate and timely completion of maintenance.
- Responds to after hour callouts for high water, storm damage, and ice and snow removal/control.
- Performs operational support for special events
- May operate hand tools to heavy, complex equipment and is responsible for training of subordinate staff.
- Assists in training full time, seasonal, and contract in the best and safest methods of accomplishing tasks, primarily through on the job or individual instruction.
- Performs custodial duties to park restrooms, pavilions, concessions, and other park areas.
- Responsible for ensuring all parks and public grounds are maintained to Park Maintenance standards of safety and aesthetics
- Performs general maintenance and construction of parks including, but not limited to mowing, trimming, litter control, playground maintenance, and tree work
- Road repairs hot asphalt and cold mix, mowing rights-of-way and easements .

SUPERVISION RECEIVED

Works under the direct supervision of the Public Works Superintendent.

SUPERVISION EXERCISED

None.

PRIMARY DUTIES AND RESPONSIBILITIES

*The following list of duties serves as only a representative summary of the primary duties and responsibilities. The list is **NOT** intended to serve as a comprehensive list of all duties performed by the employee(s) in this classification. The employee may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Participates in the manual labor associated with the maintenance, repair and construction of the roadway system, including roadway and shoulder maintenance and construction, drainage maintenance and construction, mowing and vegetation control.
- Cleans streets and rights-of-ways of general litter, trash, and debris.
- Cuts grass and weeds with power equipment and hand tools.
- Loads and unloads materials such as dirt, asphalt, salt, storm drain pipes, and sign materials.
- Participates in the repair and maintenance of ditches, culverts, and catch basins.
- Participates in the repair and maintenance of concrete, bituminous, and gravel streets and alleys.
- Performs safety and maintenance inspections on such things as fuel, battery, windshield, oil, water, grease, brakes, tires, etc.
- Operates trucks for hauling dirt and debris. Spreads sand for ice and snow control on roadways.
- Applies asphalt, concrete, and oil as necessary to repair or resurface streets.
- Repairs and installs traffic control signs and devices; and acts as flagger for traffic and installation of control signs and devices.
- Performs general maintenance of City Hall and all City buildings.
- Operates various tools including, but not limited to, jackhammer, pavement breaker, shovel, sledge hammer, post driver, tamp bar, chain saw, and weed eater.
- Trims trees in the City rights-of-way and on City properties.
- Performs all other duties as assigned.

MINIMUM QUALIFICATIONS

Education:

High school graduate or GED.

Experience:

Minimum one (1) year experience in general maintenance and repair work. Experience in road construction is preferred. Any work-related experience resulting in acceptable proficiency levels in the above Minimum Qualifications is an acceptable substitute for the above-specified education and experience requirements.

Necessary Skills and Knowledge:

Knowledge

Knowledge of material commonly used in construction, maintenance and repair activities as related to assigned areas; thorough knowledge of the occupational hazards and safety standards and practices applicable to work being done; good knowledge of the utilization and care of materials and equipment used; ability to establish and maintain effective working relationships with other employees and the public.

Skills and Abilities

- Must be able to operate a variety of equipment and hand and power tools used in Operations projects; ability to understand and follow oral and written instructions
- Must be able to observe proper safety precautions

- Must be able to perform heavy manual tasks under varying weather conditions.
- Must have knowledge of and/or the ability to learn about the care and proper use of tools and equipment used in the maintenance of right-of-ways and easements.
- Must have knowledge of and/or the ability to learn occupational hazards and safety precautions.
- Must be able to report for work on time and to perform the duties of the job for the entire workday.
- Must be able to work flexible hours with some weekend, evening, and holiday work required.
- Must be able to perform overtime work which may involve late night or early morning hours.
- Must have sufficient physical strength and ability to independently and repeatedly lift, move, and carry objects weighing up to 100 pounds and to repeatedly lift, move, and carry objects weighing more than 100 pounds with assistance.
- Must be able to understand and carry out oral and written instructions and posted schedules.
- Must be able to establish and maintain effective, harmonious, cooperative, and productive working relationships with other employees and to effectively communicate with the public.
- Ability to use good judgment while performing job-related tasks.
- Ability to learn and follow City policies and regulations.
- Ability to maintain accurate time sheets and submit them to a designated supervisor in a timely manner.

SPECIAL REQUIREMENTS

- Must hold and maintain a Texas Commercial Driver's License;
- Must pass pre-employment drug screening test.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Bending, squatting, and twisting is required constantly throughout the day repairing, maintaining, and constructing streets, right-of-ways, and easements. When working equipment to maintain landscaping it also requires constant bending, squatting, twisting, or a combination of all three (3) components.
- Pushing and pulling is required constantly while working on jobs for landscaping including weed eating, and on jobs that require patching streets using a lute. Required constantly while manipulating concrete drainpipes. Also used occasionally moving manhole covers, storm drains, and pulling signposts out of the ground.
- Lifting and carrying is required constantly in lifting hand tools, carrying a weed eater, carrying a leaf blower, shoveling of materials, and using a chain saw on certain jobs. Also required occasionally lifting jackhammers, pavement breakers, storm drains, post driver, sledge hammer, and other material used in the repairing, maintaining, and construction of streets, right-of-ways, and easements. Employees are able to get help with lifting heavy objects and are encouraged to if an object weighs over one hundred (100) pounds.
- Standing and walking can be required constantly throughout the day depending on the job.
- Sitting can be required constantly through the day depending on the job.
- Reaching is required constantly using landscaping equipment, manipulating tools and using material in the repair, maintenance, and construction of streets, right-of-ways, and easements.
- Manual Dexterity and gripping is performed frequently.
- Fine motor control can be performed frequently cutting out letters and fabricating street signs, and using small hand tools.
- Climbing ladders is required occasionally ascending/descending ladders in manholes and putting up signs up to twenty (20) feet high.

- Overhead activity is required occasionally when lifting items overhead such as a jackhammer, post driver, and sledgehammer.
- Driving can be performed constantly depending on the job for the day. May include driving a truck, tractor, backhoe, pneumatic rollers, salt truck, graters, bulldozers, and dump trucks.

WORKING ENVIRONMENT:

Work is mostly performed in outdoor weather conditions. This position requires physical endurance during periods of extreme weather conditions. Occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The noise level is usually loud in the field and moderately quiet in the office. Must be physically capable of moving about construction sites nighttime snowplowing. Ability to sit, walk, climb, stoop, kneel, crouch, crawl, stand, reach with arms and legs to operate equipment. Must have close, distance, color peripheral vision, depth perception, and the ability to adjust focus.

The above statements are intended to describe the general nature and level of work being performed and are not intended to be an exhaustive list of all responsibilities, duties and skills which may be required. Furthermore, this job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice. The City of Oak Point is an Equal Opportunity Employer.

A job application can be obtained from Oak Point City Hall at 100 Naylor Road in Oak Point, Texas or from the City’s website at www.oakpointtexas.com. Resumes or other information may accompany applications. Completed applications are to be mailed to City of Oak Point, c/o Human Resources, 100 Naylor Road, Oak Point, Texas, 75068; faxed to (972) 294-1619, or e-mailed to dboner@oakpointtexas.com.

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Employee’s Signature

Supervisor’s Signature

Date

Date