



JOB TITLE: Laborer
DEPARTMENT: Public Works
REPORTS TO: Public Works Director
CIVIL SERVICE: X
COMPETITIVE: X
EXEMPT:
FULL TIME: X

NON-CIVIL SERV.:
NON-COMPETITIVE:
NON-EXEMPT: X
PART-TIME:

City Council Approved: 7 / 5 /2012

JOB SUMMARY:

Under general supervision, perform a variety of tasks providing unskilled or semi-skilled tasks supporting construction, water operations, sign maintenance, manual labor, custodial, collection and disposal of solid waste or other work in support of City parks, facilities, operations, and delivery of City services.

ESSENTIAL JOB FUNCTIONS:

- Provide and perform general or specific semi-skilled or unskilled manual labor, custodial, and other work. Utilize tools, materials, equipment, instruments or supplies associated with the area of assignment. May be assigned to prepare and paint traffic and directional signs and markers, parking lot striping, traffic restriction and related areas, undertake traffic studies, load and unload tools, supplies or equipment, collect, transport, and dispose of solid waste and recyclables and other assigned duties. Work with shovels, picks, paint, wood, iron, plastic and concrete pipe, jackhammer, drills, wrenches and other tools or equipment and vehicles. Dig, water, fertilize, plant, transplant, prune, remove weeds, and seeds new grass area as required. Cleans picnic areas, and cuts grass and weeds on major intersections to avoid visual hazards. Perform maintenance, cleaning and repairs of city parks. Maintain right-of-ways clean of trash and weeds. Levels rough spots and fills-in low places. Maintains streets with necessary street repair of pot holes and other necessary repairs. Test, inspect, clean and undertake repairs to equipment, tools or other items. Loads and unloads trucks. Pick up and deliver tools, supplies, materials, equipment or mail. Install, remove, construct, paint, refurbish or perform other associated tasks. Empty trash containers. Clean windblown trash along roadsides and within a two-mile radius of public landfill. Clean vehicle interiors and exteriors. Empty cash boxes. Top off vehicle fluids. Sweep, vacuum, mop, dust, polish furniture and floors, wash windows and perform other cleaning tasks. Set up and remove furniture. Replenish materials and supplies. Perform basic repairs and maintenance to buildings and/or grounds. Provide assistance to skilled construction workers.
- May entail other duties including: repair, replace and install traffic signs and associated posts, hangers and connections. Receive and stock supplies. Direct and assist landfill customers to proper dumping areas. Sort recyclables. Distribute informational pamphlets to departments, customers and the public. Perform duties of other personnel as necessary to provide continuity of operations during absences. Maintain equipment in good operating order. Clean, grease, and fuel equipment. Identify and/or perform basic service and repair work. Prepare and present daily documentation logs, work orders and reports, as assigned. Perform manual labor as required by work assignment.
- Executes all safety rules. Operate all equipment with extreme caution and safety. Understand and follow oral instructions, City and departmental policies and procedures of occupational safety and health regulations, guidelines and precautions related to area(s) of assignment.
- Responsible for any assignments issued by the City of Socorro.

REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSES:

- A High school diploma or GED preferred.
- Six months to one year prior unskilled maintenance/custodial experience.
- Possess a valid Texas class "C" Drivers License.

EQUIPMENT:

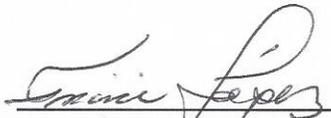
- Use and handle a variety of tools, equipment, cleaning supplies, chemicals and materials, building and grounds maintenance procedures, hazardous materials, waste and chemical handling and disposal.
- Safely operate City vehicles, light and heavy equipment, and tools and work in potentially hazardous areas, around moving equipment and in a variety of work areas.
- May be required to operate motor and/or other equipment in and through City traffic and/or work in heavy traffic conditions.

PHYSICAL REQUIREMENTS:

- Lift and/or carry heavy, bulky items, material and/or supplies weighing up to 100 pounds.
- Pulls, pushes, or drags up to 150 pounds.
- Climbs, crawls, kneels, squats, stoops and twists for extended periods of time while performing repairs.
- Works in trenches and confined spaces, using proper safety gear.
- Sits or stands for extended periods of time while performing maintenance or repair work.
- Works in constant and extreme noise levels.
- Potential occasional exposure to inclement weather conditions, infectious diseases, physical harm, high dust levels, insects, reptiles, vermin and dangerous chemicals and moving machinery, equipment and vehicles.

CONDITIONS OF EMPLOYMENT:

- Pass Pre-Employment Drug Screening.
- Pass Background Check.
- Work flexible hours and overtime as required.
- Bilingual Skills: English & Spanish preferred.



Mayor / Mayor Pro Tem

Employee Signature

Date