PUBLIC WORKS LABORER

Primary Function:

Performs a variety of unskilled and semi-skilled work related to the operation, repair and maintenance of the street, storm water, potable water and waste water systems of the City. Work involves performance of indoor and out-of-door tasks during all times of the year, sometimes in extreme weather conditions of heat, cold or moisture and requires constant attention to safety for one's self, fellow workers and the public. The work may be of more than average difficulty and require skills and special knowledge acquired through experience and training. Work includes the operation of light, medium and heavy-duty trucks and other major operating equipment. A person in a Public Works Laborer's position may be temporarily assigned to a particular "division", i.e. streets or water and sewer, Parks of the Public Works Department and he/she is expected to make progress in mastering jobs and acquiring skills both in his/her assigned division as well as in other divisions of the Public Works Department and to prepare for advancement as promotional opportunities arise. Work is performed under supervision of a Maintenance Worker, Lead worker and the Director of Public Works and is reviewed periodically through inspection and evaluation. A Public Works Laborer may be required to be on-call on weekends and during the week at irregular hours and to work overtime and required.

Representative Duties:

(The following are intended to be representative duties of the position and may not be performed by all individuals in the position. Additionally, individuals in the position may be required to perform other duties similar to those listed, but not included herein).

1. Participates in the operation and construction and maintenance work of the Street Division and Water and Sewer Division of the Public Works Department; cleans and patches streets; builds forms and pours and assists in finishing concrete; maintains or assists in repair of curbs, gutters, culverts, storm drains and catch basins; repairs and maintains water mains and sanitary sewers and related appurtenances.
2. When assigned to the Water and Sewer Division: checks wells, water plant and other water and sewer system facilities; operates valves, hydrants and makes repairs to both; monitors, runs tests and records results regarding the level of chemicals in the water system and reports unusual or abnormal results to the Lead worker or Director of Public Works; reads, repairs and installs meters; and makes service calls and corrects problems.
3. Drives light, medium and heavy-duty trucks and other heavy equipment in conjunction with repairs to streets, storm sewers, sanitary sewers and water mains; hauls rock, gravel, dirt, etc.
4. Performs manual labor including shoveling, trimming and cutting trees, painting, loading and unloading material from trucks; cutting weeks and bushes, digging ditches, and clearing job sites.
5. Maintains and cleans all types of public works equipment and facilities, including vehicles, equipment, tools and buildings.
6. Fabricates and erects signs and barricades, barricades job sites.
7. Performs snow removal, including plowing, salting and cindering of streets.
8. Operates a variety of equipment including, but not limited to, air compressor and jack hammers, rodding machines, chainsaw, chipper, sewer jetter, street striping machine and various hand tools.
9. May periodically supervise temporary or seasonal workers or others in a Public Works Laborer's position who may be less experienced and in training.
10. Performs other work as required.

Automatic Advancement

Public Works employees classified "2/7" in the Laborer grade scale (2) shall be allowed to test for possible advancement to the "3/S" Worker grade scale (3). Such testing shall conform to the rules and regulations of the Civil Service Commission adopted by the City of Silvis in 1990. A Memorandum of Understanding has been reached for the one-time combination of the Park Laborer position to the Public Works division as attached Exhibit 3.

Examinations may include physical agility, written, oral and practical or manual skills. The examinations will be prepared by the Director of Public Works in cooperation with the City Attorney and Civil Service Commission. The initial examination will be available for review by the "UNION" as of August 1, 2007 whereupon eligible candidates may partake in the possible advancement process. Successful completion of the examinations would result in a labor grade scale change. Whereupon the examinations are not successfully completed, there would be no labor grade change and the eligible employee would be allowed to attempt another examination no earlier than 90 days since the previous examination was taken. Management reserves the right to change the content of the examinations and agrees the UNION would be allowed to review all changes prior to the implementation of said examination.

In the event a position becomes available in the Lead Worker grade scale (4) Article 31 'Job Bidding' procedures shall be followed. Labor grade three employees interested in the Lead Worker position shall partake in an examination process in order to qualify for the position.

When assigned to the Water and Sewer Division, possess or acquire within six (6) months an:

1. Illinois Class "D" Certificate of Competency to operate a public water supply.
2. Have knowledge of traffic regulations and experience safely operating light, medium and heavy duty trucks and other types of construction equipment.
3. Have knowledge of motorized equipment sufficient to detect and prevent problems with equipment.
4. Have knowledge of the safe operation of hand tools and mechanized equipment.
5. Have the ability to read and understand written and oral instructions, to perform basic arithmetic functions and to carry out a job assignment to its completion.
6. Have the ability to work with other employees and take orders from a supervisor.
7. Have the ability to work with the public and represent the City in a positive manner.
8. Be a self-starter and have the ability to work independently with a minimal amount of supervision and to carry out a job assignment to its completion.
9. Be willing to work overtime and be available for emergency work.