

LABORER

DEFINITION

To perform a variety of unskilled physical tasks in the construction, repair and maintenance of streets, sewers, water systems, wastewater treatment plant, landscape, and tree maintenance.

SUPERVISION RECEIVED

Direct supervision is provided by a variety of classifications depending on assignment.

DISTINGUISHING CHARACTERISTICS

This is an entry level class which may provide transition into other more skilled classifications in the Public Works Department such as Utility worker and Maintenance Worker. For training purposes, incumbents may perform more complicated tasks associated with street, sewer, water and landscape maintenance.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

1. Maintains public grounds and property. Pulls weeds, removes debris and discarded materials; repairs and paints barricades; hauls material to dump sites and cleans up behind work project.
2. Insures the safety of City workers and the public. Lays out safety cones. Alerts City workers of danger. Keeps the public safely away from work areas.
3. Exposes sewer, water and storm drain lines. Digs through pavement concrete and soil using hand tools, jackhammers and concrete saws.
4. Assists in the repair of broken sewer, water and irrigation lines. Assists in removing broken pipes. Puts in replacement pipe and secures pipe to repair broken sewer pipe lines.
5. Picks up and delivers materials and supplies. Picks up, delivers and unloads materials and supplies.
6. Disposes of cut tree branches and trimmings. Cuts large tree branches into smaller branches with a chain saw. Lifts tree branches into the chipper. Trims trees from ground level using a chain or manual saw.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (continued):

7. Cleans streets and roadsides. Sweeps, clears, and cleans roadsides, gutters, curbs, culverts and catch basins including hazardous spills.
8. Assists in maintenance and repair of City streets. Assists in preparing surfaces for cold patching and paving by spraying oil. Spreads asphalt with a rake. Compacts surfaces with a roller.
9. Assists in preparation and repair of sidewalks and curbs. Assists in building concrete forms. Mixes concrete. Pours concrete into forms to build or repair utility cut-aways.
10. Checks general condition of rodent poison. Lifts or hoists access covers. Checks blocks of poison to see if rodents have eaten the poison. Logs general condition of poison. Replace poison if necessary.
11. Assists in the installation and maintenance of water, sewer, irrigation lines and mains.
12. Cleans tanks, pumps and motors. Washes out Wastewater Treatment Plant clarifying and holding tanks with water to clean tanks. Sprays pumps and motors with a high pressures steam cleaner to remove debris.
13. Cleans work areas and buildings. Washes windows, replenishes paper towels, sweeps surfaces with broom, empties trash in trash receptacles and cleans wash basins.
14. Assists in the cleaning of sewer lines by clearing lines of debris and material. Pours chemicals into the sewer lines to dissolve and remove debris and materials which have clogged the sewer line system.
15. Prepares and paints surfaces. Removes paint from pipes, pumps and motors with sandpaper, wire brush, or putty knife to prepare surfaces for repainting. Paints pipes, pumps and motors.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- A. How to prepare work site for safe and efficient operation for crews and the public.
- B. Basic Arithmetic
- C. Occupational hazards and standard safety procedures.

Ability to:

- D. Perform heavy manual labor.
- E. Bend, stoop, reach, lift and carry heavy objects for prolonged periods of time.
- F. Follow oral and written instructions. Read, understand and follow posted work rules and procedures; follow oral and written direction; and accept constructive criticism.
- G. Get along with co-workers and the public. Deal tactfully with the public and others in providing information, answering questions and providing Customer Service.
- H. Learn the procedures and safe handling of chemicals, sprays and poisons, plus ability to recognize potential hazards. Meet the requirements to wear respiratory protection or other safety equipment.
- I. Learn how to use various hand and power tools, such as a chain saw, jackhammer, sprayer, hydraulic snap cutter, power saw, concrete saw, hoist, pick and shovel.
- J. Learn to operate a variety of equipment such as a front-end loader, power hand roller, rodding and hydro-jet flusher, pipe pushing machine, steam cleaner, brush chipper, stump, root saw, riding mower, and various mechanical equipment.
- K. Ability to learn to drive various vehicles.
- L. Communicate clearly and concisely, both orally and in writing.

EDUCATION: Eighth grade education.

LICENSES: At the time of appointment and on a continual basis, must possess a valid Class C California Driver's License. Within six (6) months from the date of appointment and on a continual basis thereafter, must possess a valid Class B California Driver's License. Depending upon assignment, a valid Class A Driver's License and/or a California Tanker Endorsement may be required. Incumbent must also meet the insurability requirements as determined by the City.

Incumbents hired into the Water Department or Utility Division will be required to obtain a D-1 Distribution Certificate within two testing cycles from the date of appointment.

DEPARTMENT OF TRANSPORTATION (D.O.T.) REQUIREMENT: Upon receipt of any license other than a Class C California Driver's License, incumbents may be called upon, at any time, to perform safety sensitive functions, and therefore, may be subject to the Federal Highway Administration D.O.T. regulations and the City's policy concerning drug and alcohol testing as a continuing condition of employment with the City.

OTHER REQUIREMENTS: Must be willing and able to work scheduled and emergency overtime and be available on call as require; must wear a uniform and protective clothing; must meet the requirements to use appropriate safety devices and/or equipment, which may include a self-contained breathing apparatus; may be required to serve as an Authorized Disaster Service Worker during the time of an emergency.

SPECIAL REQUIREMENTS: Essential duties require the following mental and/or physical abilities and work environment:

Work is mainly performed outdoors; exposure to outdoor elements in all weather conditions (e.g. heat, cold, and rain) throughout the year both day and night; ability to frequently stand and walk on uneven surfaces, bend, stoop, reach and handle equipment; ability to occasionally sit, kneel, squat, crawl, climb and twist; throughout the day able to lift , carry, push and pull up to 90 lbs; exposure to loud noises, moving objects, traffic, engine exhaust, sewer fumes, sewage, dust, confined and awkward space, chemicals, hazardous waste, herbicides and pesticides; read fine print on labels, manuals, maps and diagrams with no color deficiencies; normal or corrected to normal hearing is required for safety purposes; able to converse over the telephone or using a radio device and in-person; able to drive vehicles; able to travel to various location within and outside of the City of Hayward.

PROBATIONARY PERIOD: 6 months

336CS94

April 1959

Revised March 1994

Revised March 2007

Revised September 2007

AAP GROUP: 18

FLSA GROUP: Non-Designated

FPPC GROUP: Non-Exempt