



## JOB DESCRIPTION

Position Title	Department	Reports to
Laborer	DPW	[Direct Supervisor]
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	

### POSITION SUMMARY

The Laborer is responsible for the oversight, execution and management of various maintenance, repair and construction projects throughout the Village of Scottsville. Individuals in this role will perform tasks involving physical labor, may operate a variety of hand and power tools and are expected to assist other craft workers in various projects.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Perform a variety of tasks involving strenuous manual labor.
- Perform routine inspections and preventative maintenance on assigned equipment and venues.
- Oversee overall state of road conditions, including but not limited to, assisting and patching asphalt, excavating and filling trenches and ditches, etc.
- Maintain clean job sites: picking up all tools and equipment and secure job site each day in order to eliminate potential hazards.
- Handle and store materials in accordance with applicable safety regulation.
- Ensure that proper safety and incident reporting procedures are followed during on site projects; bring problems to the attention of the Supervisor.
- Manage the maintenance of public buildings, grounds, parks and roads.
- Install, move, repair and remove equipment and utilities within various facilities.
- Remain in compliance with and abreast of all OSHA and safety regulations.
- Contract with outside contractors and coordinate their activities while in the facilities.
- Maintain detailed documentation of projects completed.
- Perform other duties as assigned.
- Must be available for call ins in the case of weather related or other emergencies.

### MINIMUM QUALIFICATIONS (KNOWLEGDE, SKILLS AND ABILITIES)

- Must possess a valid state driver’s license and a CDL is preferred, but not required. A CDL must be obtained within one year of hiring.
- Any combination of education and experience that demonstrates the knowledge and ability to perform the work.
- Willingness and ability to perform manual work following verbal and written instructions.
- Some knowledge of proper use of equipment, materials and supplies used in construction and maintenance projects.
- Some knowledge of first aid and applicable safety precautions.

- Ability to work independently and complete daily activities according to work schedule.
- Ability to lift heavy objects, walk and stand for long periods of time and perform strenuous physical labor under adverse field conditions.
- Ability to use equipment and tools properly and safely.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee is frequently required to use hands or fingers, handle or feel objects, tools or controls. The employee is occasionally required to stand, walk, sit, reach with hands and arms, climb or balance, and stoop, kneel, crouch or crawl. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision and the ability to adjust focus. The employee must be able to lift, push, pull or carry objects, use abdominal and lower back muscles to provide support over time without fatigue and to effectively jump, sprint or throw an object. Excellent stamina is required. The employee regularly works near moving mechanical parts and in outside conditions that include inclement weather, heat and humidity, and exposure to dust and asphalt. The noise level in the work environment is generally loud.

**NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any other person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

**Reviewed with employee by:**

Signature: \_\_\_\_\_ Name (print): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Received and accepted by:**

Signature: \_\_\_\_\_ Name (print): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

The Village of Scottsville is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.