

**CITY OF OVERLAND PARK  
POSITION DESCRIPTION**

|                       |                                      |                            |                                  |
|-----------------------|--------------------------------------|----------------------------|----------------------------------|
| <b>TITLE:</b>         | Laborer, Public Works                | <b>GRADE:</b>              | 00                               |
| <b>DEPARTMENT:</b>    | Public Works                         | <b>JOB NO.:</b>            | 9030                             |
| <b>DIVISION:</b>      | Maintenance                          | <b>DATE:</b>               | 8/5/2013                         |
| <b>REPORTS TO:</b>    | Supervisor, Public Works Maintenance | <b>FLSA STATUS:</b>        | N                                |
| <b>FULL-TIME:</b> ___ | <b>PART-TIME:</b> ___                | <b>TEMPORARY:</b> <u>X</u> | <b>COST CENTER:</b> 321,330, 331 |

**REPLACES:** Laborer, Public Works

**DATED:** 3/08

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**JOB SUMMARY STATEMENT:**

Performs basic tasks related to the maintenance and repair of streets, sidewalks and curbs, storm-water pipelines and inlet structures, traffic signs, pavement markings, street lights and traffic signals.

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**DUTIES AND RESPONSIBILITIES:**

1. Operates 1/2 to 1- ton truck. Transports employees, equipment and materials to and from job sites. Inspects, services and cleans vehicle each day of use.
2. Sets up construction signs, cones, barricades at field work sites; flags traffic, distributes door-to-door notifications
3. Assists with pavement pothole repairs. Uses power saw or jackhammer, shovel, lute rake and small power roller.
4. Assists in repairing/replacing concrete sidewalks, curbs and retaining walls. Applies patching material where needed. Operate grinder to resurface sidewalks. Uses concrete saw, air compressor, jack hammer, and shovel to remove damaged concrete. Constructs forms, and pours and finishes concrete.
5. Assists with pavement repairs such as crack-seal, wide crack seal and base repairs. Applies hot-melt sealants using wands and pour buckets. Loads 50-lb. block material into melters. Works with paving crew to resurface asphalt pavements; use shovel and lute rake to level hot asphalt. Cleans equipment and tools.
6. Assists with installing storm pipes. Shovels and rakes base and cover material to specified grade and prepares for pipe placement or paving. Operates walk-behind compacting equipment as required.
7. Completes ditching and other construction activities. Shovels and rakes dirt to specified grades to prepare site for sod. Lifts sod rolls, places in correct alignment, drives stakes to hold in place. Assists with watering sod.
8. Removes or paints over graffiti on public structures. Performs maintenance activities such as painting, mowing, sweeping, trash pickup, and vehicle cleaning at PW facilities.
9. Removes debris from storm-water inlet structures, culvert pipes and reinforced drainage channels. Uses weed eaters, rakes, shovels, pitchforks and chain saws and assists with operation of water jet and high suction equipment. Assists with the video and visual inspection of storm-water system.
10. Assists with fabrication, installation, repair, removal and replacement of traffic signs. Applies pre-made sheeting to aluminum sign blanks; installs/ straightens or removes steel posts in field; attaches, moves or removes existing signs using hand and power tools; cleans marred or defaced signs. Cleans off service truck and properly dispose of old signs and posts.
11. Assists with the application of paint, cold pre-formed plastic and hot plastic for pavement markings. Helps with layout; load, operate and service applicator devices.
12. Assists with installing traffic counters at designated locations. Checks machine for function; lays out rubber tubing across traffic lanes; later retrieves equipment.
13. Assists with street light and traffic signal maintenance and repairs. Helps to remove and replace damaged signals and street lights; replaces lamps, cleans lens, repairs or replaces in-ground splice boxes, conduit and cables; cleans interior of control cabinets and other related tasks.

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14. Winter Laborer additional requirement: will be assigned to operate 1-ton dump truck with plow and spreader for snow removal. Will be assigned to a 12-hour rotating shift for the season. A Laborer with a Commercial Driver License (CDL) will be assigned to a larger (GVWR 26,000 lb.) truck and receive additional compensation.
15. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
16. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

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## **GENERAL QUALIFICATIONS**

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### **EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS**

Basic education (four years general high school). Possession of a valid driver's license. Must maintain an insurable driving record.

### **EXPERIENCE**

Minimum of three months of work experience, preferably in a construction or maintenance background.

### **SKILLS**

1. Manual dexterity.
2. Good listening skills.
3. Good oral and written communication skills.
4. Good driving skills.
5. General construction skills.

### **MENTAL REQUIREMENTS**

1. Ability to work under distracting conditions.
2. Ability to understand and carry out written or oral instructions.
3. Mechanical aptitude.
4. Alpha/numeric recognition.
5. Ability to read and comprehend safety and operating manuals.
6. Sound judgment.
7. Ability to analyze safety situations and make quick decisions.
8. Ability to work independently and as a team.
9. Ability to stay alert for extended periods of time.

### **PHYSICAL REQUIREMENTS**

1. Hand, eye and body coordination adequate to operate automobiles and light equipment safely and effectively.
2. Visual stamina and acuity to operate machinery for extended periods of time.
3. Exposure to weather or temperature extremes.
4. Ability to work in cramped working conditions.
5. Exposure to vehicle noises and fumes.
6. Exposure to vibrations.

### **SEE ESSENTIAL FUNCTIONS BELOW FOR ADDITIONAL PHYSICAL REQUIREMENTS**

### **SUPERVISORY RESPONSIBILITY (Direct & Indirect)**

None

**The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.**

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**ESSENTIAL FUNCTIONS**

| ACTIVITY  | DURATION   | DESCRIPTION  |
|-----------|------------|--|
| Standing  | Frequent   | even and uneven surfaces                           |
| Walking   | Frequent   | even and uneven surfaces                           |
| Sitting   | Frequent   | motor vehicle operation                            |
| Driving   | Frequent   | motor vehicle operation                            |
| Bending   | Frequent   | various postures required to complete requirements |
| Stooping  | Frequent   | various postures required to complete requirements |
| Twisting  | Frequent   | various postures required to complete requirements |
| Kneeling  | Frequent   | various postures required to complete requirements |
| Squatting | Frequent   | various postures required to complete requirements |
| Crawling  | Occasional | various postures required to complete requirements |
| Stairs    | Occasional | enter / exit vehicle - cab and truck bed           |
| Ladders   | Occasional | enter / exit various surfaces on vehicles          |

| LIFTING             | WEIGHT    | HEIGHT         | FREQUENCY | DURATION   | DESCRIPTION            |
|---------------------|-----------|----------------|-----------|------------|------------------------|
| Hub                 | 58 lbs.   | 24-0 inches    | variable  | occasional | two hand lift          |
| pavement sealant    | 50 lbs.   | 0-24 inches    | variable  | occasional | two hand lift          |
| Miscellaneous tools | 0-10 lbs. | 0-60 inches    | variable  | frequent   | one or two hand lift   |
| Tack Oil Wand       | 7 lbs.    | 0-69 inches    | variable  | occasional | street repair          |
| Shovel with asphalt | 0-35 lbs. | 0-56 inches    | variable  | occasional | street repair          |
| Street saw          | 40 lbs.   | 0-19 inches    | variable  | occasional | street repair          |
| Wand                | 5 lbs.    | 0-69 inches    | variable  | occasional | street repair          |
| Spray cart          | 90 lbs.   | 0-49 inches    | variable  | occasional | bridge crew - 2 person |
| Traffic cones       | 25 lbs.   | 0-49 inches    | variable  | occasional | bridge crew            |
| Traffic barricade   | 22 lbs.   | 0-49 inches    | variable  | occasional | all crews              |
| Carbite Blade       | 61 lbs.   | 0-24 inches    | variable  | occasional | two person lift        |
| Salt Spinner        | 100 lbs.  | 0-24 inches    | variable  | occasional | two person lift        |
| Tailgate doghouse   | 95 lbs.   | 0-61 inches    | variable  | occasional | two person lift        |
| Rubber Blade        | 90 lbs.   | 0-24 inches    | variable  | occasional | two person lift        |
| Backing Plate       | 150 lbs.  | 0-24 inches    | variable  | occasional | two person lift        |
| Concrete            | 80 lbs.   | floor to waist | variable  | occasional | misc. requirements     |

*\* This is a list of observed essential functions on one date only that provides a sample range of occupational requirements; there are other items that are required to be lifted as a requirement of this position. Frequencies will be variable and dependent on type of work that is required at given time.*

| CARRYING            | WEIGHT    | DISTANCE   | FREQUENCY | DURATION   | DESCRIPTION      |
|---------------------|-----------|------------|-----------|------------|------------------|
| Hub                 | 58 lbs.   | 0-5 feet   | variable  | occasional | two hand carry   |
| pavement sealant    | 50 lbs.   | 0-50 feet  | variable  | occasional | two hand carry   |
| Miscellaneous tools | 0-10 lbs. | 0-100 feet | variable  | occasional | two hand carry   |
| Tack Oil Wand       | 7 lbs.    | 0-30 feet  | variable  | occasional | street repair    |
| Shovel with asphalt | 0-35 lbs. | 0-15 feet  | variable  | frequent   | street repair    |
| Street saw          | 40 lbs.   | 0-50 feet  | variable  | occasional | street repair    |
| Wand                | 5 lbs.    | 0-15 feet  | variable  | occasional | street repair    |
| Spray cart          | 90 lbs.   | 0-10 feet  | variable  | occasional | bridge crew      |
| Traffic cones       | 25 lbs.   | 0-200 feet | variable  | occasional | bridge crew      |
| Traffic barricade   | 22 lbs.   | 0-200 feet | variable  | occasional | all crews        |
| Carbite Blade       | 62 lbs.   | 0-10 feet  | variable  | occasional | two person carry |
| Salt Spinner        | 100 lbs.  | 0-25 feet  | variable  | occasional | two person carry |
| Tailgate doghouse   | 95 lbs.   | 0-25 feet  | variable  | occasional | two person carry |
| Rubber Blade        | 90 lbs.   | 0-10 feet  | variable  | occasional | two person carry |
| Backing Plate       | 150 lbs.  | 0-10 feet  | variable  | occasional | two person carry |

*\* This is a list of observed essential functions on one date only that provides a sample range of occupational*

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**requirements; there are other items that are required to be lifted as a requirement of this position. Frequencies will be variable and dependent on type of work that is required at given time.**

| PUSHING                          | FORCE     | FRQUNCY/DUR | DESCRIPTION                     |
|----------------------------------|-----------|-------------|---------------------------------|
| Air compressor vacuum / charger  | 18.5 lbs. | occasional  | horizontal force; two hand push |
| Tire from ground level           | 38 lbs.   | occasional  | vertical force; two hand push   |
| Torque required to utilize tools | variable  | variable    | one or two hand requirement     |
| Street roller                    | 20 lbs.   | occasional  | street repair - 2 hand push     |
| Street saw                       | 35 lbs.   | occasional  | street repair - 2 hand push     |
| Spray cart                       | 15 lbs.   | occasional  | bridge crew - 2 hand push       |
| Salt Spinner                     | 100 lbs.  | occasional  | two person push - 20 inches     |

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| PULLING                          | FORCE     | FRQUNCY/DUR | DESCRIPTION                     |
|----------------------------------|-----------|-------------|---------------------------------|
| Air compressor vacuum / charger  | 18.5 lbs. | occasional  | horizontal force; two hand pull |
| Torque required to utilize tools | variable  | variable    | one or two hand requirement     |
| Street roller                    | 20 lbs.   | occasional  | street repair - 2 hand pull     |
| Street saw                       | 35 lbs.   | occasional  | street repair - 2 hand pull     |
| Spray cart                       | 15 lbs.   | occasional  | bridge crew - 2 hand pull       |
| Salt Spinner                     | 100 lbs.  | occasional  | two person pull - 20 inches     |

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| REACHING              | DURATION | DESCRIPTION                                    |
|-----------------------|----------|--|
| Below Knee Height     | frequent | type of job dependent                          |
| Below Waist Height    | frequent | type of job dependent                          |
| Forward > 2 Feet      | frequent | type of job dependent; motor vehicle operation |
| Above Shoulder Height | frequent | type of job dependent                          |
| Lateral Reach         | frequent | type of job dependent; motor vehicle operation |

**\* Duration is rated on highest observed required level of performance; certain requirements may be at a lesser level.**

| FINE MOTOR                | DURATION | DESCRIPTION                                    |
|---------------------------|----------|--|
| Gripping                  | frequent | type of job dependent; motor vehicle operation |
| Pinching                  | frequent | type of job dependent; motor vehicle operation |
| Wrist Flexion & Extension | frequent | type of job dependent; motor vehicle operation |
| Wrist Lateral Deviations  | frequent | type of job dependent; motor vehicle operation |
| Pronation & Supination    | frequent | type of job dependent; motor vehicle operation |

**\* Duration is rated on highest observed required level of performance; certain requirements may be at a lesser level.**

**Proprioception Requirements:** maintenance are required to be able to identify / assemble / disassemble items (nuts, bolts, washers, etc.) with bilateral hands / fingers without having a direct line of site to the item.

**Stairs:** all maintenance employees are required to be able to enter / exit vehicles with steps 19 inches and 27 inches