



VILLAGE OF SWANSEA, IL

POSITION TITLE: PUBLIC WORKS LABORER

DEPARTMENT: Public Works Department
REPORTS TO: Public Works Director
STATUS: Full Time, Regular
FLSA STATUS: Non-Exempt / Hourly
DATE PREPARED: October 2021
PAY CLASSIFICATION: \$20/hr. - \$23/hr.

JOB SUMMARY

A Public Works Laborer I is the full-time entry level position within the Public Works Department. The position works under the direct supervision of the Superintendent of Public Works. The work of this position is predominately performed outdoors, year-round, and in all types of weather situations. A Public Works Laborer I is also subject to callout twenty-four hours per day, seven days per week for tasks such as snow plowing, sanitary sewer backups, and storm damage cleanup. Persons in this position must therefore be willing and able to respond when necessary for such events. Safety is particularly important with this position, and Public Works Laborers must make every effort to perform their work in a safe and healthy manner, and in compliance with Village safety policies and procedures.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

The principal duties and responsibilities of this position include maintenance, repair, construction or installation of: Public streets, alleys and right-of-way; Public storm sewer infrastructure; Public sanitary sewer collection system; Public parks, grounds and infrastructure; Public buildings and facilities, as well as the operation, maintenance and servicing of municipal vehicles and equipment. Each is delineated in greater detail below.

1. PUBLIC STREETS, ALLEYS AND RIGHT-OF-WAY

- Maintain and repair concrete streets: by removing sections of pavement, curb or gutter, setting forms, pouring and finishing new concrete; by patching; and by sealing cracks.
- Maintain and repair asphalt streets: by patching; and by preparing for resurfacing and overlay.
- Maintain and repair oil and chip streets by making preparations for contractor work.
- Remove ice and snow using snow plow, dump truck, and related equipment.
- Operate street sweeper to remove typical debris accumulation in gutters and form public roadways.
- Remove tree limbs and other debris related to storm weather events.
- Set sign posts and repairs, replaces and installs street signage.
- Maintain shoulders of all roadways; Cut grass and weeds along Village roadways in rural areas and other right-of-way maintained by Village.
- May on occasion remove animal carcasses from streets or public right-of-way.

2. PUBLIC STORM SEWER INFRASTRUCTURE

- Maintain, repair and/or replace storm sewers pipes, culverts, inlet boxes and other structures within the public right-of-way.

- Clean storm sewers and culverts to remove debris and maintain drainage.
- Remove leaves, sticks, trash and other debris from storm sewer inlets.
- Maintain and reshape drainage ditches to ensure positive storm water flow.

3. PUBLIC SANITARY SEWER COLLECTION SYSTEM

- May enter sanitary sewer manholes to inspect sewer mains and infrastructure; May seal manholes to inhibit inflow and infiltration; May raise manhole within pavement to ensure the top is flush with street grade.
- Replace sewer mains and other components of the sanitary sewer collection system, as needed.
- Clean and clear sanitary sewer lines using a jet rodder or similar equipment to flush system.
- May dye test, smoke test or otherwise evaluate sanitary sewer system for breaks in sewer mains, joint separations and other points of inflow and infiltration.
- Assist wastewater treatment plant staff in some operational tasks, including some repair and maintenance to treatment tanks, processing and storage of sludge, and other duties.

4. PUBLIC PARKS, GROUNDS AND INFRASTRUCTURE

- Cut grass and trim weeds on park property; If certified to do so, may assist in spraying herbicides for weeds or with applying mosquito larvae chemicals.
- Inspect, repair, maintain, install and replace park benches, tables, pavilions, playground equipment, sports fields, and other park infrastructure; Clean, maintain and repair public restrooms and splash pad.
- Pick up trash and debris and empty trash receptacles.
- Winterize park facilities in for cold weather and 'reopen' winterized facilities in Spring.

5. PUBLIC BUILDINGS AND FACILITIES

- Repair, maintain, install and replace various fixtures, components and elements of public buildings; May participate in minor construction, electrical work, and similar types of work at public buildings and facilities.

6. THE OPERATION, MAINTENANCE AND SERVICING OF MUNICIPAL VEHICLES AND EQUIPMENT

- Operates heavy to light equipment including:

Dump Truck	Trencher	Jackhammer
Snowplow	Skid Loader	Pumps
Backhoe	Pickup Truck	Trench Shield
Front Loader	Tractor	Shoring Jacks
Sewer Jet Rodder	Zero-Turn Mower	Grass Trimmer
Street Sweeper	Brush Hog	
- Uses multiple tools including:

Air Compressor	Circular Saw	Hydraulic Pipe Cutter
Tampers	Power Drill/Driver	Gas Detector
Tile Cutter	Hand Jack Hammer	Communications
Tapping Tools	Laser Level	Equipment
Cutoff Saw	Rock Drill	Various Hand Tools

Assists with servicing, repairs and maintains vehicles and equipment as needed.

Performs other duties as necessary or assigned;

GENERAL QUALIFICATIONS

- Must be at least 21 years of age.
- Must be able to read and write.

- Must have the ability to learn, develop technical knowledge regarding special equipment and machinery operated by the Village, and be able and willing to follow directions.
- Must have strong customer service and interpersonal skills, able to effectively interact and communicate with the general public and others.
- Must be able to work well with others as a member of a team, but to also work independently, maintaining efficiency and effectiveness with minimal direction.
- Must possess effective time management skills

EDUCATION / EXPERIENCE

- At a minimum, must have a high school diploma or its satisfactory equivalent (GED).
- Prefer prior work experience performing similar tasks.

CERTIFICATES, LICENSES, REGISTRATIONS AND TRAINING

- Must have a clean driving record and a valid and current Class A or B, CDL Driver's License issued by the State of Illinois, with air brake endorsement, or be able to secure such a license within 90 days of employment.
- Once hired, must be willing and able to obtain and maintain annual spray application license and mosquito larvae application license as needed.
- Once hired, must complete training in J.U.L.I.E. location as well as in confined space entry, and trenching and shoring.

PHYSICAL REQUIREMENTS

- Must be able to perform the essential physical functions of the position, demonstrated by satisfactory performance on a post-offer, position specific, work sample test, which requires some degree of physical agility, including stooping, bending, walking, climbing, and lifting, all associated with performing the work of the position.
- Must be able to frequently lift and carry objects weighing fifty (50) pounds; Must be able to occasionally lift or tilt up and move objects such as manhole covers weighing one hundred (100) pounds; May use hand truck or crane hoist to assist where applicable.
- Since work is regularly performed outdoors, year-round, must have the physical health, willingness and ability to work in heat, cold and all kinds of weather conditions; must have the physical health and ability to work in all kinds of weather conditions.
- At times, must be willing and able to perform duties within an emergency setting and during stressful situations.
- Must be physically able to drive trucks and heavy equipment and operate the technical equipment on these machines.
- Must have the physical ability to function effectively in varied terrain, such as hilly, unpaved, and in trenches, as well as the ability to sit, stand, and walk for extended periods of time.

This description is intended to indicate the kinds of tasks and levels of difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way or modify the right of any supervisor to assist, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing the duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.