



*John J. McCue*  
*Director of Public Works*

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## Position Description

**Title:** Utility Person / Laborer  
**Department:** Public Works  
**Supervisor:** Public Works Director  
**Date:** October 10, 2017

### **Purpose of Position**

The purpose of this position is to perform general highway, water and sewer maintenance and construction.

### **Duties and Responsibilities**

**The following duties are normal for this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities listed and duties not mentioned that are of similar kind or level of difficulty shall not be excluded.**

- Performs general highway maintenance and related activities including patching, sign repair, flagging, hauling, mowing, brushing, sweeping, clearing culverts, litter pick-up, curb, gutter and sidewalk etc.
- Operates highway department heavy equipment and trucks
- Operates other equipment including mower, saw, chipper, sweeper, etc.
- Perform winter maintenance activities including plowing, salting, sanding, and snow fence installation.
- Responsible for daily maintenance of equipment
- Responds to emergency situations, high water, blocked roads, washouts, snow storms, etc.
- Fills in for other highway service personnel as required.
- Water and Sewer Utilities maintenance, installation or repair of main breaks and backups.
- Must be willing to be on rotating on-call schedule for a week at a time.
- Cemetery work such as digging graves, moving or straightening head stones and assist with lifting and moving caskets.

## **Knowledge, Skills, and Abilities**

### **Language Ability and Interpersonal Communication**

- Ability to compare, count, differentiate, and sort data and information.
- Ability to explain, demonstrate, and clarify to others within well established policies, procedures, and standards as well as the ability to follow specific instructions and respond to simple requests.
- Ability to utilize descriptive data and information, such as time sheets, equipment manuals, policy and procedure manuals, etc.

### **Mathematical Ability**

- Ability to add, subtract, multiply, and divide.

### **Judgement and Situational Reasoning Ability**

- Ability to use functional reasoning development in the performance of semi-routine functions involving standardized work with some choice of action.
- Ability to apply situational reasoning ability by exercising judgement, decisiveness, and creativity in situations involving the evaluation of information against measurable criteria.

### **Physical Requirements**

- Ability to operate a variety of heavy equipment including a backhoe, loader, paver, screed, etc.
- Ability to operate a variety of road maintenance tools and equipment including a mower, saw, chipper, steamer, etc.
- Ability to exert heavy physical effort in moderate to heavy work, including climbing and balancing. Ability to lift and carry, push and pull. Ability to stoop, kneel, crouch, and crawl.
- Must pass a pre-employment physical exam.

### **Environmental Adaptability**

- Ability to work under uncomfortable conditions in regard to environmental factors such as temperature variations, odors, noise, vibrations, wetness, and dust.

## **Qualifications**

High school graduate with one to two years heavy equipment operation and maintenance experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Must have a commercial driver's license or obtain one within 90 days of employment.