

JOB TITLE: LABORER  
REPORTS TO: JOB SUPERVISOR  
DEPARTMENT: ROAD AND BRIDGE  
DIVISION: HIGHWAY DIVISION

ORIGIN DATE: MAY 1994  
REVISION DATE: AUG 2015  
DEPARTMENT NO: 11-00  
JOB NO: 00-0044

## **I. JOB SUMMARY:**

This is a non-exempt job performing a variety of semi-skilled manual tasks and operates selected types of light equipment involved in highway maintenance activities.

## **II. ESSENTIAL JOB FUNCTIONS:**

- Must maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, citizens, coworkers and management. Being pleasant with others on the job and displaying a good-natured, cooperative attitude. Maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- Must be reliable, responsible, dependable, and fulfill obligations.
- Must show up for work on a regular and predictable basis as scheduled.
- Learn and follow safety rules and regulations and maintain a safe and clean environment.
- Adhere to proper operating methods and monitor operations to ensure that health and safety standards are met.
- Perform job in a safe manner with full consideration given to personal safety of yourself, fellow crew members and the public.
- Perform inspection and preventative maintenance on assigned equipment and assist in the servicing and repair of same.
- Observe roads, bridges, culverts, ditches and road signs for maintenance needs and reports problem areas to the Road Supervisor.
- Control traffic passing near, in, or around work zones.
- Take actions to avoid potential hazards or obstructions, such as utility lines, other equipment, other workers, or falling objects.

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- Turn in daily time sheets and mileage logs as required.
- Locate underground services, such as pipes or wires, prior to beginning work.
- Perform manual labor such as patching, sign repair, bridge and culvert construction and repair, loading and unloading and moving supplies and materials.
- Operate various types of general maintenance equipment such as light trucks, rollers, front-end loaders, mowers, chain saws and welders in a safe and efficient manner.
- Signal equipment operators to facilitate alignment, movement, or adjustment of machinery, equipment, or materials.
- Load and unload materials, machinery, or tools.
- Mix, pour, or spread concrete or asphalt.
- Provide assistance to workers such as mechanics, carpenters, equipment operators, supervisors.
- Lubricate, clean ,maintain or repair machinery, equipment, or tools
- Position or dismantle forms for pouring concrete, using saws, hammers, nails, or bolts.
- Smooth or finish freshly poured concrete or placed asphalt, using floats, trowels, or screeds.
- Compact materials.
- Dig holes or trenches.

**III. INTERMITTENT DUTIES:**

- Perform related work as assigned.
- May be required to attend seminars or training sessions.

**IV. QUALIFICATIONS:**

Must possess appropriate Kansas driver license. Hazardous Materials Awareness Level Certificate preferred.

**EXPERIENCE:**

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None.

EDUCATION:

High school diploma, G.E.D. or equivalent required. Additional equipment operation training desired.

KNOWLEDGE:

- Must be able to receive, interpret and follow verbal and written instructions. Required to read, write and speak English fluently, with the ability to speak a foreign language helpful.
- Knowledge of relevant equipment, machines and tools, including their uses, repair and maintenance is desired.

SKILLS:

- Operate two-way radio, motor vehicle and the equipment.
- Problem Solving: Limited.
- Decision Making: Limited.
- Supervisory: None.
- Financial/Budgetary: None.
- Interpersonal: Frequent contact with department personnel. Infrequent with the public.
- Working Conditions: No adverse conditions in the office. Subject to working outside in all kinds of weather conditions. Required to respond to emergency situations. Subject to work voluntary overtime.
- Physical Requirements: Lift up to 90 pounds to a height of 48 inches and brief periods of intense physical effort.
- Active Listening: Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

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- Active Learning: Understanding the implications of new information for both current and future problem-solving and decision-making.
- Deductive Reasoning: The ability to apply general rules to specific problems to produce answers that make sense.
- Selective Attention: The ability to concentrate on a task over a period of time without being distracted.
- Operation Monitoring: Watching gauges, dials, or other indicators to make sure a machine is working properly.
- Oral Comprehension: The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression: The ability to communicate information and ideas in speaking so others will understand.
- Requires sufficient hearing level to be able to deal with people and communicate with others directly or by telephone.
- Requires sufficient visual acuity to read and write and operate equipment.
- Coordination: Adjusting actions in relation to others' actions.
- Static Strength: The ability to exert maximum muscle force to lift, push, pull, or carry objects.
- Control Precision: The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
- Stamina: The ability to exert yourself physically over long periods of time without getting winded or out of breath.
- Extent Flexibility: The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.

This job description has been examined for compliance with the Americans With Disabilities Act (ADA) and the Fair Labor Standards Act (FLSA).