



CITY OF DOVER, NEW HAMPSHIRE
Supplemental Position Description

Position: Laborer	Position Control No: XX-XX-XX-XX
Classification-Series: Laborer	FLSA Status: Non-Exempt, Regular FT 40 hrs/week
Occupational Grouping: Labor & Trade Services	Union - Grade: AFSCME – Grade 12
Organizational Unit: Community Services Department	Primary Job Location: Facilities & Grounds, Pine Hill Cemetery

JOB SUMMARY: Performs a variety of routine unskilled and semi-skilled manual laboring duties involving the construction and maintenance of city streets, water and sewer systems, cemetery, parks and other facilities.

ACCOUNTABILITY: Works under the direct supervision of a working foreman or other Lead worker who assigns work, reviews work and provides instructions as necessary. Duties are performed according to established and specified procedures.

SUPERVISION EXERCISED: None

TYPICAL EQUIPMENT USED: Hand, and gas/diesel, electric, hydraulic and pneumatic power tools, personal protective equipment, light and heavy vehicles, mobile radio.

TYPICAL WORK ENVIRONMENT: Inside: 5% Outside: 95%

DUTIES AND RESPONSIBILITIES (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

1. Perform general heavy laboring duties in assisting skilled and semi-skilled workers to lay curbstones, remove trees, mix and pour cement, lay asphalt, patch streets, install and repair water and sewer lines, clear culverts, drains, roads and ditches, maintain park facilities, mow grass, clear weeds and brush, rake and pack leaves and debris, etc.
2. Serve as snow plow operator's helper, and may perform as wing man on plow. Attach and remove snow plows, sanders, and associated equipment from vehicles.
3. Shovel snow and spread sand or salt on sidewalks, parking lots, steps. Spread sand, gravel and asphalt, dig trenches, ditches and holes with pick and shovel.
4. Load and unload heavy objects into or from trucks, storage units, etc.
5. Assists in other activities to mitigate conditions caused by extreme weather conditions, and natural and man-made disasters.
6. Operate and perform maintenance on hand tools and other machinery which may include, but not be limited to, mowers, brush cutters, chainsaws, weed whackers, etc.
7. Occasionally performs traffic control functions at job sites.
8. Operate trucks and motorized equipment as necessary.
9. Maintain effective working relationships with other employees and the public.
10. Available 24 hours per day to meet emergency situations as required.

11. Familiar with and executes safe work procedures associated with assigned work.
12. Performs other related duties as required.

TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:

<p>LIFT: -up to 10 lbs.: Frequently required. -11 to 25 lbs.: Frequently required. -26 to 50 lbs.: Occasionally required. -over 50 lbs.: Rarely required. Assistance may be available.</p> <p>CARRY: -up to 10 lbs.: Frequently required. -11 to 25 lbs.: Occasionally required. -26 to 50 lbs.: Rarely required. -over 50 lbs.: Rarely required. Assistance may be available.</p> <p>REACH: -above shoulder height: Occasionally required. -at shoulder height: Frequently required. -below shoulder height: Occasionally required.</p>	<p>PUSH/PULL: Occasionally required. TWISTING: Occasionally required. BENDING: Occasionally required. CRAWLING: Rarely required. SQUATTING: Rarely required. KNEELING: Occasionally required. CROUCHING: Occasionally required. CLIMBING: Rarely required. BALANCING: Rarely required. GRASPING: Frequently required. HANDLING: Frequently required. TORQUING: Frequently required. FINGERING: Frequently required.</p>
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DURING AN 8 HOUR DAY, EMPLOYEE IS TYPICALLY REQUIRED TO:

<p>CONSECUTIVE HOURS: Sit: 1 hours Stand: 2 hour Walk: 1 hour</p>	<p>TOTAL HOURS: Sit: 1 hour Stand: 6 hours Walk: 1 hour</p>
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COGNITIVE AND SENSORY REQUIREMENTS:

<p>TALKING: Necessary for communicating with others HEARING: Necessary for receiving instructions and information. SIGHT: Necessary for performing job effectively. TASTING & SMELLING: Not required.</p>

TYPICAL WORK SURFACE(S): Construction and excavation sites; tables; carpet, tile, concrete and wood floors; ladders, stairs and scaffolding, outside surfaces including flat, sloped and uneven ground; within above and below ground confined spaces; within and above trenches; within operator cabs and on trucks and heavy equipment/machinery.

TYPICAL CONTROLS & EQUIPMENT: Hand and gas/diesel, electric, hydraulic and pneumatic power tools, personal protective equipment, light and heavy vehicles, mobile radio.

SUMMARY OF OCCUPATIONAL EXPOSURES: May be exposed to herbicides, pesticides fuels, paints, solvents, hydraulic fluids, fertilizers, long periods of sunlight, poison ivy, oak or sumac, and insects such as wasps, hornets, bees, etc; extreme climate and weather.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS: Basic knowledge of and the ability to use simple hand and power tools. Ability to perform simple and routine manual labor and perform one routine job for a prolonged period. Sufficient physical strength, conditioning and agility to perform strenuous manual labor for extended periods of time under adverse and varying weather and climatic conditions.

EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS: High school diploma or equivalent, and one year's experience in construction, road maintenance or trade work, or and equivalent combination of education and experience which demonstrates possession of the knowledge, skills and abilities required for the position. Valid Operator's license required, CDL-B license with air brake and tanker endorsement preferred.

SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):

<input type="checkbox"/> 1. None.	<input checked="" type="checkbox"/> 6. 1 to 2 years.
<input type="checkbox"/> 2. Short demonstration up to 30 days.	<input type="checkbox"/> 7. 2 to 4 years.
<input type="checkbox"/> 3. 30-90 days.	<input type="checkbox"/> 8. 4-10 years.
<input type="checkbox"/> 4. 91-180 days.	<input type="checkbox"/> 9. Over 10 years.
<input type="checkbox"/> 5. 181 days to 1 year.	

OTHER CONSIDERATIONS AND REQUIREMENTS: Work assignments of a repetitive nature, once learned, can be executed under general supervision. Work may be constantly checked by senior department personnel to insure accuracy and completeness of assignments. Work often involves heavy physical exertion..

Classification Established: 07/01/96
Job Description Developed: 07/01/96
Revised: 07/01/2013