

COUNTY JOB DESCRIPTION POSITION TITLE: Laborer I

DEPARTMENT: Road

PAY RANGE: \$16.50/hour - \$17.50/hour

REPORTS TO: Under the general supervision of the Highway Superintendent and under the direct supervision of the Road Foreman.

PURPOSE OF POSITION: Perform a variety of skilled and unskilled manual tasks in construction, repair, and maintenance work on roads, metal culverts, concrete box culverts, and bridges. Operate specialized equipment used by the crew to which an incumbent in this position is assigned; operate trucks, tractors/mowers, and vehicles as instructed.

Essential Functions

Perform maintenance and repair work on bridges and box culverts, remove and install planks and sub floor on bridges. Use acetylene cutting torch to cut steel, reinforcement rods, braces, and other materials. Install concrete forms for new construction and repair work according to instructions, use string level to level forms, cut, lay, and tie reinforcing rods for new concrete, assist in pouring new concrete, level and finish surface area of new concrete, lay burlap covers. Assist in the installation of metal culverts according to instructions, install retaining bands on culverts. Operate specialized equipment such as tractors/mowers, power broom, woodchipper, etc. Use hand tools such as shovels, posthole diggers, pry bars, carpenter tools, chain saws, power drills, power saws and other power operated tools and equipment. Perform manual labor such as brush removal, pavement patching, loading, and unloading trucks, backfilling dirt, installing signs and similar tasks. Clean job site, forms, tools and equipment, and shop area as instructed. Operate trucks, tractors, and vehicles of a non-specialized nature as instructed, haul trash, scrap materials, dirt, rock, sand and other materials or supplies. Perform snow removal and sand/salt spreading duties, either manually or by utilizing motorized snow removal equipment. Check vehicles, trucks, tractors, and other equipment for readiness condition, proper fluid levels, proper tire pressures, and other factors necessary for correct operation before use, report problems or deficiencies to immediate supervisor. Perform preventive maintenance on assigned equipment, assist in servicing and repair of equipment as required by department. Maintain an organized record keeping file of receipts, equipment maintenance reports, time and attendance reports, equipment usage, deliveries, or other information required by the department. Perform duties on an on-call basis as needed. Perform other duties as directed or as the situation dictates.

Essential Knowledge

Experience, and Abilities Working knowledge of methods, materials, and equipment common to manual labor; working knowledge of hazards and safety practices common to manual labor; ability to organize tasks and work with others; ability to understand and communicate written and oral instructions; ability to establish and maintain effective working relationships with the public, co-workers, supervisors, and others. Knowledge of routine vehicle and equipment maintenance procedures. Knowledge of the use and

operation of specialized equipment used in conjunction with work duties. Knowledge of general road maintenance and construction methods. Skill in the application of the above referenced knowledge. Ability to perform manual labor and lift heavy objects. Ability to recognize hazardous working situations, ability to work effectively using prescribed safety practices. Ability to work outside in all types of weather conditions. Ability to understand and carry out both written and oral instructions. Ability to operate motor vehicles and machinery in a safe manner. Ability to work in a harmonious manner with co-workers and others.

Essential Education, Certifications, and/or Licenses

A high school education or experience and training which provides the necessary knowledge, skills, and abilities are required. A valid Nebraska driver's license is required. CDL preferred – not mandatory.

Essential Physical Demands and Typical Working Conditions

While performing the duties of this job, the employee is frequently required to stand, walk, use hands to finger, handle, or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to sit, climb, or balance, stoop, kneel, crouch, or crawl, and talk and listen on a two-way radio. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Work is performed in both an indoor garage facility and outdoors in all types of weather conditions and temperature variations. Worker is exposed to grease, dirt, gas fumes, sun, and inclement weather. Normal hazards are present in working with machinery and vehicles. The employee frequently works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, and vibration. The noise level in the work environment is usually moderate and can sometimes be loud.

Essential Attendance and Availability Requirements

Must maintain an acceptable level of attendance, punctuality, and availability as determined by the county; must work such regularly scheduled hours as are determined by the county; must work any required overtime, weekends, and holidays. Must work at the assigned work site. Must travel as required. The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The county recognizes that an individual with a disability may require an accommodation to enable him or her to successfully perform a job function. Consideration will be given to reasonable accommodations. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Interested persons should contact the Human Resources Office to obtain an application and return the completed application along with a cover letter and optional resume' to Heidi Loges, Human Resources Director, 3190 N Rd., Suite 1, David City NE 68632. 402-367-7497

Applications will be accepted until position is filled.