

# CITY OF PARKVILLE JOB DESCRIPTION

## SKILLED LABORER

**Title:** Skilled Laborer

**Department:** Public Works

**Supervisor:** Director of Operations

**FLSA Status:** Non-exempt

**Pay Grade:** \$47,050 - \$65,874

**Schedule:** Full-time; Variable

*This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.*

### **General statement of main duties:**

Public Works Skilled Laborer position is responsible for maintenance duties of city infrastructure within the City of Parkville. Works under the direct supervision of the Director of Operations.

### **Minimum Qualifications:**

High School Diploma or equivalent

Valid Driver's License and good driving record

Knowledge of duties described

Two years experience as a laborer or equivalent experience

### **Essential Job Functions:**

1. Performs general maintenance of city infrastructure including but not limited to repair of asphalt, concrete, gravel, dirt surfaced streets, alleys, and sidewalks; installs, repairs, and maintains drainage structures such as culverts, storm sewers, catch basins, head walls, and appurtenances. (Daily)
2. Inspects city infrastructure for damage or other issues that prevent proper use (Daily)
3. Operates the following equipment in the performance of duties: Asphalt roller, rubber-tired backhoe, skid or tire loader, flatbed dump truck, tractor, various mower, crack sealer, and various hand held tools that are air, pneumatic, gas, electric, or hand powered. (Daily)
4. Performs setup, take down, and operation of traffic control during maintenance projects and at other times as needed. (Monthly)
5. Prepares and maintains work record activities and assists the Director of Operations in other record keeping and data collection. (Weekly)
6. Assists in leading maintenance teams on operations. (Daily)
7. Remains on alert 24 hours for snow & ice removal, inclement weather, and other emergency response activities. May be required to work extended hours during snow events, natural disasters, and other similar events. (Seasonally)
8. Interacts, communicates, and builds relationships with the public and other city staff in a positive manner on activities and concerns. (Weekly)
9. Considers the safety of the public during maintenance functions. (Daily)
10. Attends meetings & trainings as required. (Monthly)
11. Assists other city departments in city functions as directed. (Monthly)
12. Any other duties assigned.

**Required Knowledge, Skills and Abilities:**

- Communicate and work effectively with co-workers and the public.
- Must be able to work without supervision for periods of time and be able to make decisions in the Director’s absence.
- Must have knowledge of power tools and heavy equipment operation.
- Must have basic skills in various areas of construction and maintenance.
- Must be able to learn basic wiring and electrical concepts and follow safe working practices.
- Must be able to control and maneuver 1 ton dump truck, spreader and plow for snow and ice removal operations.
- Must have strength and ability sufficient to lift and maneuver objects, to climb and to walk over rugged terrain.

**Work Environment and Equipment Utilized**

This position will primarily function in an outside environment. The position will be exposed to inclement weather conditions. Skilled Laborer will work on and around mechanical or motorized equipment including tractors and moving vehicles. Irregular and overtime hours may be required.

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Employee Signature/Date

\_\_\_\_\_  
Supervisor Signature/Date

\_\_\_\_\_  
Department Head Signature/Date

\_\_\_\_\_  
Finance/HR Director Signature/Date

\_\_\_\_\_  
City Administrator Signature/Date