

**VILLAGE OF COLFAX, WISCONSIN**

**Position Description**

General Laborer

**Department:** Public Works

**Location:** Public Works Facility

**Immediate Supervisor:** Working Public Works Director

**Union:** NR

**Date:** July 2018

This 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.

- I. **GENERAL PURPOSE.** The General Laborer works under the policy direction of the Village Board, under the supervision of the Working Public Works Director. Position performs a variety of complex and routine general laborer tasks in water, sanitary sewer, storm sewer, street rights-of-way, solid waste, parks and cemetery work areas. Position typically works Monday-Friday day shifts up to 40 hrs/week, with flexibility based on departmental needs and occasional on-call duties throughout the year.
- II. **SUPERVISION EXERCISED.** Normally, this position is not responsible for the supervision of any employees. When occasionally required, supervision would involve less than 3 FTE.
- III. **ESSENTIAL DUTIES AND RESPONSIBILITIES.** The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**A. Illustrative Listing.**

**Departmental Duties**

- 1. Operates light, medium and heavy-sized equipment, such as chain saws, locators, weed whips, mowers, dump truck, pickup truck and other related equipment.
- 2. Performs
  - a. building cleaning/maintenance, trimming, painting, mowing and related tasks.
  - b. water meter reading and related tasks.
  - c. routine inspection and preventive maintenance on assigned vehicles, equipment and property.
- 3. Assists with
  - a. maintenance and repair of streets, curbs, gutters, sidewalks, bridges, signage, storm sewers, culverts, drainage facilities, sanitary sewer, water facilities, solid waste disposal site, parks, cemetery and Village buildings.
  - b. Working Public Works Director in performing duties as required by federal, state and/or municipal law.
  - c. other duties, as assigned.

**General Duties**

- 1. Assists with:
  - a. conduct of operations to achieve goals within available resources.
  - b. other department staff in performing duties.
  - c. maintaining the general safety of department employees through assessments of working conditions.
- 2. Attends training relating to the position.
- 3. Gathers data for studies and reports for supervisor.
- 4. Provides input to supervisor.
- 5. Performs other duties, as assigned.

**B. Confidential Data.** Less than 25% of the work associated with this position involves the handling of confidential data.

**IV. DESIRED MINIMUM QUALIFICATIONS.**

**A. Education.** High School diploma, GED or equivalent.

**B. Experience.** One (1) year of related experience is desired.

**C. Substitution of Experience for Education.** Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis, will fulfill the requirements for education.

**D. Necessary Skills, Knowledge and Abilities.**

- 1. Working knowledge of:
  - a. water, sanitary sewer, storm sewer, street rights-of-way, solid waste, parks and cemetery facilities

- b. electrical and mechanical systems
  - c. chain saws, locators, weed whips, mowers, dump truck, pickup truck and other related equipment
2. Skill in proper and safe operation of:
- a. equipment, facilities, materials, methods and procedures used in a public works department
3. Ability to:
- a. read and understand maps and construction plans
  - b. communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, Village officials and the public.
  - c. prepare and maintain accurate/detailed reports.
  - d. speak, read and write the English language.
  - e. understand and carry out written and oral instructions.

**VIII. SPECIAL REQUIREMENTS.**

- 1. United States citizen.
- 2. Eighteen (18) years of age or older at date of appointment.
- 3. Wisconsin Driver's License, valid without record of suspension or revocation in any state – possess and maintain throughout employment.
- 4. Felony convictions or disqualifying criminal history – none within the past seven (7) years.
- 5. Willing to furnish information for a comprehensive healthcare provider background check.
- 6. Remain in conformance with Federal requirements and Village policies intended to prevent the misuse of alcohol and use of controlled substances.

**VI. WORKING CONDITIONS.** The detailed analysis of the physical/environmental demands described in the attached Functional Physical/Environmental Evaluation are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**VII. SELECTION GUIDELINES.** Formal application, rating of education and experience; oral interview and reference check and job related tests may be required.

**VIII. AUTHENTICATION.** The signatures below indicate that the foregoing has been approved by the governing body.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Village President

**VILLAGE OF COLFAX, WISCONSIN**  
**Functional Physical/Environmental Evaluation**  
 General Laborer (Casual Part-Time)

An evaluation by a physician and/or the employer in accordance with this functional Physical/Environmental Evaluation will be required of the applicant following the offer and acceptance of a job offer. The job offer will be contingent upon the successful completion of these evaluation that a reasonable accommodation (if necessary) can be made.

Functional Physical/Environmental Evaluation of Position			
During a typical work week, this position is reasonably expected to perform the following tasks and/or be exposed to the following occurrences at the frequency indicated:		<b>Definitions</b>	
		Seldom - hardly ever	
		Occasional - a few times per month	
		Frequent - a few times per week	
		Regular - a few times per day or more	
Task / Occurrence		Frequency	Physician: In this column, please note employee's limitations, if any, to perform tasks or work with exposures listed.
Sit		Regular	
Stand/Walk		Regular	
Push/Pull		Regular	
Twist/Bend		Regular	
Climb/Reach		Regular	
Balance		Frequent	
Crawl/Kneel		Regular	
Grasp/Grip		Regular	
Repetitive Movements		Regular	
Ability to lift:			
	5-25 pounds	Regular	
	26-50 pounds	Frequent	
	51-100 pounds	Frequent	
	Over 100 pounds	Occasional	
Exposure to:			
	Loud Noise (e.g. heavy traffic, large contractor equipment)	Regular	
	Extreme weather	Occasional	
	Extreme heat/cold (non-weather)	Seldom	
	Wet/humid conditions (non-weather)	Seldom	
	High/precarious places	Occasional	
	Confined spaces	Occasional	
	Fumes/airborne particles	Regular	
	Toxic/caustic chemicals	Occasional	
	Moving mechanical parts/moving vehicles	Regular	
	Explosives	Seldom	
	Bio-hazards	Occasional	
	Electrical shock	Frequent	
	Radiation	Seldom	
	Vibration	Regular	
	Life threatening situations	Occasional	
	Wear Protective Clothing/Equipment	Regular	
	Critical Incident Stress Situations	Occasional	

Vision Capability	Requirement of Position	Physician: In this column, please note employee has the vision capability.
Close Vision (clear vision at 20 inches or less)	yes	
Distance Vision (clear vision at 20 feet or more)	yes	
Color Vision (ability to identify and distinguish colors)	yes	
Peripheral Vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)	yes	
Depth Perception (three-dimensional vision, ability to judge distance and spatial relationships)	yes	
Ability to Adjust Focus (ability to adjust the eye to bring an object into sharp focus)	yes	