



JOB DESCRIPTION

TOWN OF WEST WARWICK

TITLE: Laborer

DATE REVISED: 7/1/2020

DEPARTMENT: Department of Public Works

LAST REVISION:

DIVISION: Highway

PRIMARY PURPOSE OF THE POSITION: Under the general supervision of the Public Works Director, Assistant Director of Public Works, Highway Foreman or other designated supervisor; will perform routine and semi-skilled manual labor required to support all assigned tasks and projects in all Divisions of the Department of Public Works, both individually and as part of a structured crew. May be required to work overtime during scheduled assignments, extended workday situations and emergency situations.

ESSENTIAL DUTIES:

- Perform manual labor as part of an asphalt crew, repairing potholes, installing berms and paving and operating related equipment as needed;
- Perform manual labor as part of roadside, bike path, cemetery maintenance crews;
- Perform all roles on bulk and mattress pickup crews and similar types of pickups as needed. May be required to ride on the back of a packer truck.
- Assist the mason with maintenance repair and construction of the Town's drainage system and to other masonry work as needed;
- Perform building and ground maintenance on DPW and specified Town buildings;
- Plow snow and treat Town roads and municipal parking lots;
- Shovel municipal public ways;
- May be required to operate vehicles and equipment such as pickup trucks, dump truck rollers, cement mixers, air compressors and snow removal equipment;
- Perform general housekeeping and maintenance tasks which include, but are not limited to vacuuming, washing floors, upkeep of restrooms, office and common areas;
- Make minor repair to small tools and equipment such as chain saws, lawn mowers and weed eaters;
- Pick up large and small items as requested;

- Assist in loading, moving and transporting materials, equipment, freight and supplies, and assist in the handling and storage of inventory;
- Use a variety of tools and machinery assigned to the DPW such as lawn mowers, power drills, chainsaws and other equipment;
- Fertilize, plant, water, cut grass, weeds and other vegetation on the bike path, cemeteries, Town owned intersections and other Town owned areas;
- Maintain a clean worksite and equipment;
- Complete assigned work in an orderly and efficient manner;
- Notify supervisor of any immediate or potential problems;
- Provide extraordinary customer service to residents;
- Perform manual labor of a semi-skilled nature in the Recreation Department when needed and requested in accordance with Section 37.5 of the collective bargaining agreement; and
- Perform related work as required.

(The essential duties listed above are intended only as illustrative 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.)

EDUCATION AND EXPERIENCE:

- Applicant must possess a high school diploma or GED equivalent supplemented with at least six months of work experience as a laborer or related field; or any equivalent combination of education and experience.

QUALIFICATIONS/REQUIREMENTS:

- Ability to write, read, understand and follow both written and oral communications/instructions;
- Ability of basic mathematical skills in addition, subtraction, multiplication, division;
- Knowledge of the use of common tools, construction and ground maintenance equipment;
- Ability to operate light automotive trucks, pickup trucks, dump trucks, snowplows and power-driven grounds maintenance equipment;
- Ability to perform manual labor of semi-skilled nature using and making minor repair to small tools and simple mechanic equipment; and
- Must have Valid State of Rhode Island Driver's License.

SPECIAL REQUIREMENT:

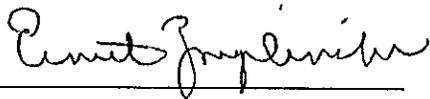
- A valid State of Rhode Island Commercial Driver's License is preferred.
- New hires that do not possess a valid State of Rhode Island Commercial Driver's License (CDL) will be required, during their probationary period (6 months) to obtain a CDL or will be terminated.

PHYSICAL REQUIREMENT:

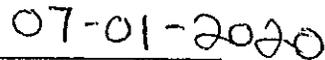
Physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- While performing the duties of this job the employee must frequently lift to 80 pounds, frequently walk, sit, use hands to fingers, handle or feel; use power tools; reach with hands and arms; climb or balance, stoop, kneel, crouch or crawl; see, talk or hear.
- Specific vision required are close, distance, color peripheral and depth perception.
- Working environment will include all types of weather conditions; including snow, rain, heat, humidity and extreme cold.
- Work noise is mostly moderate.

APPROVED:



Ernest Zmyslinski, Town Manager



Date