



City of North Charleston Vacancy Notice

Position: Laborer
Department: Public Works
Pay Grade: 103 (\$31,200 - \$46,800)

GENERAL STATEMENT OF POSITION

Under general supervision, performs semi-skilled and unskilled work in the maintenance, repair and construction of City facilities and grounds; assists in performing facility and grounds inspections. Performs related maintenance duties as required. Reports to the assigned supervisor. **Full job description attached.*

MINIMUM TRAINING, EDUCATION and/or EXPERIENCE:

Requires a high school diploma or GED equivalent supplemented by one to two years of relevant maintenance experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills, and abilities. Must possess a valid state driver's license.

Posted: 04/19/2021

Deadline: **05/03/2021**

Jamie E. King, IPMA-SCP, SHRM-SCP
Director – Human Resources

**CITY OF NORTH CHARLESTON, SOUTH CAROLINA
JOB DESCRIPTION, MAY 2003**

**JOB TITLE: LABORER
PUBLIC WORKS DEPARTMENT**

GENERAL STATEMENT OF JOB

Under general supervision, performs semi-skilled and unskilled work in the maintenance, repair and construction of City facilities and grounds; assists in performing facility and grounds inspections. Performs related maintenance duties as required. Reports to the assigned supervisor.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Performs semi-skilled and unskilled work in the construction, maintenance and repair of City buildings and other structures and/or in the landscaping and maintenance of City grounds.

Inspects facilities and grounds to identify maintenance requirements and priorities.

Estimates and procures materials and supplies needed for specific tasks.

Prepares location sketches for maintenance and repair projects.

Reads and interprets manuals and design / construction plans and specifications.

If assigned, may perform various building maintenance work, including electrical, mechanical, plumbing, HVAC work and general carpentry.

If assigned, may assist with the installation, maintenance and repair of traffic signals throughout the City.

If assigned, may assist with the fabrication and installation of traffic, directional and administrative signs throughout the City.

If assigned, may clean and maintain drainage ditches and culverts.

If assigned, may perform general landscaping and groundskeeping work, including installing landscape materials, mowing grass, cutting / removing weeds, watering lawns and plants, pruning and/or cutting trees and shrubbery, applying pesticides, herbicides and fertilizers, etc.

If assigned, makes rounds of buildings and grounds. Cleans grounds and parking lots of litter, glass, or other debris. Gathers and disposes of rubbish and waste materials by hand or with the use of powered equipment.

Assists with snow and ice removal.

Mixes, pours and spreads concrete, asphalt, dirt, gravel and other materials in the maintenance and repair of streets, drainage systems and green spaces.

Lifts, loads, unloads and carries materials, tools, equipment and supplies.

Performs all work in accordance with applicable codes, regulations, policies and procedures, and standards of quality and safety.

Maintains assigned tools and equipment.

Responds to emergency and after-hours calls as required.

Maintains accurate and complete work records.

Participates in employee training activities as required.

Receives and reviews various records and reports including work orders, blueprints / construction drawings, technical diagrams, inspection reports, construction requests, etc.

Prepares and /or processes daily work reports, inspection reports, work orders, requisitions, sketches, etc.

Refers to policy and procedure manuals, codes, regulations, equipment manuals, blueprints, diagrams, safety sheets, etc.

Operates various light and heavy equipment, which may include a vehicle, trucks, lawn mowers, weed eaters, power packer, roller, aerial lift, platform lift, trenchers, auger, backpack sprayer, and various shop equipment; operates a two-way radio, telephone.

Uses clerical supplies, plumbing tools, mechanic's tools, carpentry tools, electrician's tools, various meters and gauges, measuring devices, cleaning supplies, landscape supplies, various chemicals, etc.

Interacts and communicates with various groups and individuals such as the immediate supervisor, other City employees, co-workers, vendors, contractors and other outside service providers, and the general public.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed and employees are properly trained.

ADDITIONAL JOB FUNCTIONS

Assists co-workers with maintenance duties as required.

Assists in setting up for City meetings and events.

Assists with disaster / storm response and recovery activities.

May be required to work nights, weekends and holidays to meet the business needs of the City.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED equivalent supplemented by one to two years of relevant maintenance experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess a valid state driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching and crawling, and which involves the lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (up to 50 pounds) and occasionally heavy items (up to 100 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving direction and instruction from supervisor.

Language Ability: Requires ability to read a variety of policies and procedures, blueprints, work orders, diagrams, etc. Requires the ability to prepare routine forms and reports, records, etc. with proper format. Requires the ability to speak with and before others with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form. Requires the ability to learn and understand principles and techniques; to make routine independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow verbal and written instructions. Must be able to communicate effectively and efficiently with persons of varied cultural and educational backgrounds, and using terminology used in building trades.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using specialized machinery and various tools; to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, control knobs, buttons, switches, catches,

tools, measuring devices, etc. Must have significant levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency, unusual or dangerous situations. The worker may be subject to danger or risk to a moderate degree.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has knowledge of the methods, procedures and policies of the City and Department as they pertain to the performance of duties of the Laborer. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Has knowledge of the maintenance field to which assigned, which may include groundskeeping, street / drainage maintenance and/or general construction and specific building trades, including carpentry, electrical, plumbing, mechanical, HVAC. Is able to read blueprints, design plans and other technical drawings. Has knowledge of the methods, materials, tools and equipment used in assigned maintenance and repair work. Is able to use tools and equipment and operate vehicles / heavy equipment with skill and safety. Is able to make minor repairs and adjustments to equipment. Has knowledge of the occupational hazards and safety precautions of the trades. Is able to perform work effectively despite occasional exposure to adverse environmental conditions, including temperature extremes, wetness/humidity, rain, machinery hazards, uneven terrain, skin irritants, toxic agents, dirt, dust, pollen, odors, electrical currents, unusual noise levels, construction / traffic hazards, etc. Is able to perform required mathematical calculations with accuracy. Is able to prepare simple records and forms with accuracy and in a timely manner. Is able to read and interpret various materials pertaining to the responsibilities of the job. Is able to use independent judgment in performing routine tasks. Is able to offer assistance to fellow employees as necessary. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public. Is capable of working under stressful conditions as required. Knows how to react calmly and quickly in emergency situations.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and

acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.