

## **JOB DESCRIPTION**

Town of Smithfield

# **LABORER/DRIVER**

### **GENERAL SUMMARY:**

Under general supervision of the Working Lead Person, employees in this position are responsible for carrying out daily labor and driving tasks in the Department of Public Works. Employees of this class are responsible for the safe and efficient operation and routine maintenance of trucks and other related motorized equipment. Duties will also include the performance of manual labor tasks in connection with the maintenance of roads and streets, sidewalks, storm drains and sewers, public parking lots, public buildings and facilities. Work instructions may be received in detail for each job to be performed or may follow an established routine. Work is subject to review while in progress and upon completion by the Director or Deputy Director.

This job description is meant to be illustrative and is in no way all-inclusive. It shall be used as a tool or guide in the job performance of the employee it applies to.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Performs general manual labor tasks in connection with the maintenance of town ways, parking lots, sidewalks, and public buildings and facilities such as, but not limited to repair and replacement of roads, bridges, sidewalks, curbing, driveway aprons, causeways, and rights-of-ways; culverts, drainage swales, detention and retention basins; storm water drainage and sanitary sewer systems.  
Representative examples of labor include asphalt preparation, shoveling, grading and raking; operation of power driven pneumatic compressors, compactors, asphalt/cutoff saws and like equipment.
2. Performs general related activities of the Public Works Department, including but not limited to brush and tree cutting, chipping and removal, pavement patching, roadside litter pickup, roadside mowing, sign installation, equipment maintenance, and general clean-up. Employees in this job classification must have the ability to safely operate a tow behind auto-feed wood chipper.
3. Perform physical labor in both interior/exterior painting and carpentry details, janitorial and furniture equipment moving details. Carry out the loading and unloading of trucks as part of the maintenance of all municipal buildings.
4. Performs seasonal snow plowing and sanding of town streets, roads, parking lot, and sidewalks for extended periods of time.
5. Ability to operate various types of equipment such as but not limited to 6-wheel dump/plow trucks with air brakes and standard transmissions, street sweepers, tractor/mowers, wood chippers, diesel compressors, rollers and compactors.
6. Performs physical labor and mechanical duties in the maintenance and repair of all municipal equipment, all rolling stock, all sanders and plows.

7. Ability to follow all safety procedures and wear appropriate personal protective equipment such as, but not limited to safety vests, safety glasses, ear protection, hard hats, steel toed boots and foul weather gear.
8. Perform other job duties as assigned by the Director of Public Works or his designee.

**JOB REQUIREMENTS:**

Education/Training:

1. High School Diploma or GED certificate.
2. Valid Rhode Island Commercial Driver's License (CDL) Class B with air brake endorsement. At least three years experience as a driver w/Class B CDL preferred.
3. At least three (3) years experience in maintenance and repairs to municipal roads, utilities and equipment.
4. At least three (3) years experience plowing snow and snow removal operations.
5. Thorough knowledge of the standard practices, methods, equipment and tools of the construction trade.
6. Working knowledge of the occupational hazards and safety precautions of the trade.

**OTHER:**

1. Ability to deal effectively, tactfully and sensitively with the public.
2. Ability to write daily reports, other reports, material lists, etc.

**PHYSICAL REQUIREMENTS:**

1. Ability to lift objects up to 75 pounds above waist level.
2. Ability to effectively communicate verbally.
3. Ability to walk through rugged terrain.
4. Ability to go into confined spaces.
5. Performs heavy physical labor. Spends the majority of the day standing/walking, or operating equipment. Stoops, kneels, crouches, and/or crawls. Frequently lifts and/or moves objects weighing up to 75 pounds such as tools, equipment, supplies, etc. Must be able to access all levels of a construction site/building/structure, traverse uneven terrain, climb a ladder, and enter and exit from vehicles. Manually operates all department vehicles, tools, and equipment. Communicates verbally.

**WORKING CONDITIONS:**

1. Ability to work in adverse and extreme weather conditions for extended periods of time.
2. Ability to work nights and weekends (overtime) for severe weather events and during emergency conditions.

**Salary:** Union position, stipulated by contractual LIUNA Agreement.

(Rev 8/2013) (11/16)

## FUNCTIONAL JOB DESCRIPTION

<b>Job Title:</b>	Laborer/Driver
<b>Department:</b>	Smithfield Department of Public Works
<b>Brief Description of Job:</b>	
<p><b>General Summary:</b> Under general supervision of the Working Lead Person, employees in this position are responsible for carrying out daily labor and driving tasks in the Department of Public Works. Employees of this class are responsible for the safe and efficient operation and routine maintenance of trucks and other related motorized equipment. Duties will also include the performance of manual labor tasks in connection with the maintenance of roads and streets, sidewalks, storm drains and sewers, public parking lots, public buildings and facilities. Work instructions may be received in detail for each job to be performed or may follow an established routine. Work is subject to review while in progress and upon completion by the Director or Deputy Director. This job description is meant to be illustrative and is in no way all-inclusive. It shall be used as a tool or guide in the job performance of the employee it applies to. <b>Essential Functions:</b> Performs general manual labor tasks in connection with the maintenance of town ways, parking lots, sidewalks, and public buildings and facilities such as, but not limited to repair and replacement of roads, bridges, sidewalks, curbing, driveway aprons, causeways, and rights-of-ways; culverts, drainage swales, detention and retention basins; storm water drainage and sanitary sewer systems. Examples of labor include asphalt preparation, shoveling, grading and raking; operation of power driven pneumatic compressors, compactors, asphalt/cutoff saws and like equipment. Performs general related activities of the Public Works Department, including but not limited to brush and tree cutting, chipping and removal, pavement patching, roadside litter pickup, roadside mowing, sign installation, equipment maintenance, and general clean-up. Employees in this job classification must have the ability to safely operate a tow behind auto-feed wood chipper. Perform physical labor in both interior/exterior painting and carpentry details, janitorial and furniture equipment moving details. Carry out the loading and unloading of trucks as part of the maintenance of all municipal buildings. Performs seasonal snow plowing and sanding of town streets, roads, parking lot, and sidewalks for extended period of time. Ability to operate various types of equipment such as but not limited to 6-wheel dump/plow trucks with air brakes and standard transmissions, street sweepers, tractor/mowers, wood chippers, diesel compressors, rollers and compactors. Performs physical labor and mechanical duties in the maintenance and repair of all municipal equipment, all rolling stock, all sanders and plows. Ability to follow all safety procedures and wear appropriate personal protective equipment such as, but not limited to safety vests, safety glasses, ear protection, hard hats, steel toed boots and foul weather gear. Perform other job duties as assigned by the Director of Public Works or his designee. <b>Working Conditions:</b> ability to work in all weather conditions including outside extremes of temperature as well as types of precipitation; ability to work inside truck for lengthy duration; ability to work nights and weekends (overtime) for severe weather events and emergency conditions or as first-responder for on-call (beeper) situations as determined by the Deputy Director or Director.</p>	
<b>Personal Protective Equipment:</b>	High visibility shirt, jacket, vest, ear and eye protection as needed, protective gloves as needed, proper work shoes, hard hat, face/dust mask as needed, chaps as needed.



<b>Classification:</b>	Sedentary: <u>  </u>	Light: <u>  </u>	Medium: <u>  </u>	Heavy: <u>  <b>X</b>  </u>	Very Heavy: <u>  </u>
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**Classification Key:**

**Sedentary** - Exerting up to 10 lbs of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;

**Light** - Exerting up to 20 lbs of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;

**Medium** - Exerting 20lbs-50lbs of force occasionally; 10lbs- 20lbs frequent; and/or greater than negligible up to 10lbs of force constantly to move objects;

**Heavy** - Exerting 50 to 100lbs of force occasionally; in excess of 50lbs frequently; 10lbs- 20lbs of force constantly to move objects;

**Very Heavy** - Exerting in excess of 100lbs of force occasionally; and or in excess of 50lbs of force frequently; in excess of 20 lbs of force constantly to move objects

<b>Driving Requirements:</b>	None: <u>  </u>	Manual: <u>  <b>X</b>  </u>	Automatic: <u>  <b>X</b>  </u>
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**WORK ENVIRONMENT**

<b>Floor Surface:</b>	Varying terrain, concrete, asphalt, grass, mulch, trenches		
<b>Inside:</b>	Occasional level	<b>Outside:</b>	Constant level
<b>Lighting:</b>	Day light; overhead fluorescent light when inside		
<b>Vibration:</b>	Vibratory hand and power tools as needed		

**PHYSICAL DEMANDS**

<b>LIFTING</b>						
Maximum weight lifted: up to 75 lbs						
<b>WEIGHT</b>	<b>Never</b>	<b>Occ.</b>	<b>Freq.</b>	<b>Constant</b>	<b>Heights</b>	<b>Description of object</b>
0 - 10 lbs			<b>X</b>		All heights	Various hand-held and power tools, equipment/material

10 – 20 lbs			<b>X</b>		As above	As above
20 – 35 lbs			<b>X</b>		As above	As above
35 – 50+ lbs		<b>X</b>			Below knee waist/shoulder height	Bag of cement, various size block, pumps

<b>CARRYING</b>						
Maximum weight carried: 50 lbs						
WEIGHT	Never	Occ.	Freq.	Constant	Distances	Description of object
0 – 10 lbs			<b>X</b>		Varying as needed	See above
10 – 20 lbs		<b>X</b>			As above	See above
20 – 35 lbs		<b>X</b>			As above	See above
35 – 50 + lbs		<b>X</b>			As above	See above

<b>PUSHING/PULLING</b>						
Maximum push/pull: Varying force depending on job task: up to 75 lbs						
WEIGHT or FORCE	Never	Occ.	Freq.	Constant	Distances	Description of object
0 – 10 lbs			<b>X</b>		Short distances	Wheelbarrow
10 – 20 lbs			<b>X</b>		As above	As above
20 – 35 lbs		<b>X</b>			As above	Compressor, trailer, wheelbarrow
50 + lbs		<b>X</b>			As above	As above; compactor

ACTIVITY	Never	Occ.	Freq.	Constant	Comments
Sitting			<b>X</b>		
Standing			<b>X</b>		
Walking			<b>X</b>		
Bending		<b>X</b>			
Twisting		<b>X</b>			
Crawling		<b>X</b>			
Kneeling		<b>X</b>			
Squatting		<b>X</b>			
Climbing			<b>X</b>		
Reaching - Vertical		<b>X</b>			
Reaching - Horizontal				<b>X</b>	

Grasping				<b>X</b>	Use of tools, power and manual
Pinching		<b>X</b>			
Manual Dexterity				<b>X</b>	As above
Fine Dexterity		<b>X</b>			

**FREQUENCY KEY:** *Never (0%), Occasional (0-33% of shift), Frequent (34-66% of shift), Constant (67-100% of shift)*