

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: LABORER/TRUCK DRIVER
DEPARTMENT: GENERAL SERVICES
REPORTS TO: VARIOUS

DATE: 07/18

JOB SUMMARY:

Performs work involving laboring and operating dump trucks, and other moderately complex construction equipment involving the construction, repairing, cleaning, and maintenance of City streets, sidewalks, water, drain, sewer systems, cemetery, parks, trees; Performs traffic control duties; performs minor repairs and maintenance on equipment; May be required to operate truck and trailer to move equipment from one job site to another. Requires overtime.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Performs tasks involving physical labor to include but not limited to the following job tasks listed below.

Operates dump trucks and other moderately complex construction and maintenance vehicles and equipment in order to transport material and perform maintenance activities.

Performs plowing and snow removal from roadways and walkways during winter months; applies salt and/or sand to roadways to maintain public safety; may operate backhoe or loader to fill trucks with salt and/or sand for road application. Shovel snow from hydrants in winter.

Retrieves and transports supplies, parts, tools, equipment, and machinery; operates light and heavy trucks.

Assists with traffic control at road construction sites by directing traffic and assisting other equipment operators in maneuvering equipment.

Performs road and right-of-way repair and maintenance activities such as shoveling, raking, hauling, mixing, digging, picking up materials, debris and dirt, and patching potholes.

Operate a jackhammer to cut pavement for utility repairs. Running a hand compactor to compact gravel and cold patch and operate at dump truck to haul materials to and from the site.

Assists with repairing drainage systems such as constructing catch basins, manholes and repairing drain lines of concrete, plastic and metal.

Assists with relaying sewer services, including shoveling trenches, laying pipe, repairing pipe, repairing sewer manholes. perform masonry work, setting catch basin and manhole frames and grates; assist with TV equipment for main line and lateral work.

Assists with relaying and repairing water services, repairing water mains, installing hydrants including flagging, laying pipe, shoveling sand, gravel and stone in the trench, Run a mini-vector cleaning out water gate boxes. Inspect water gate valves and curb stops. Pump, test, inspect, paint, clear brush, clean and fill out report on hydrants. Shovel snow from hydrants in winter.

Fabricates, erects, and repairs street and traffic signs and their posts.; prepares signs and barricades for parades and other special events.

Paints various lines and other markings such as stop bars, crosswalk boundaries, handicap symbols, directional arrows, parking spaces, and indicator words such as "SCHOOL" and "ONLY"; maintains painting equipment.

Performs regular maintenance on equipment such as checking oil and fluid levels, checking tire pressure, and checking belts; repairs problems and/or calls repair service to keep equipment in good working order.

Performs grounds maintenance work such as mowing, trimming, weeding, irrigating lawns, raking, fertilizing, shoveling, sweeping, and pruning trees; maintains and repairs brickwork, concrete areas, roofs, and other similar fixtures and buildings.

Paints interiors and exteriors, and repairs buildings and their fixtures as necessary.

Maintains playing fields, which includes drawing chalk lines, scarifying and dragging sanded areas, mowing lawn areas, and removing litter and debris; sets up and takes down recreational program equipment such as soccer goals, bleachers, hockey rink boards, and hockey goals; maintains ice skating ponds by shoveling, planing, and flooding.

Maintains cemeteries, which includes laying out graves on lot, opening and filling graves, dressing graves with artificial grass, maintaining lots and markers, pouring foundations, and repairing monuments.

May supervise co-workers and part-time seasonal employees.

Overtime is required of all positions within this class specification.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Dump Truck	Utility Tractor	Plow Truck	Portable Steamer
Table Saw	Trimmer	Chipper	Jack Hammer
Push Mower	Sod Cutter	Out front mower	Hydraulic Press
Air Compressor	Sand-Pro	Threading Machine	Truck and Trailer Combo
Paint Machine	Telephone	Hand & Shop Power Tools	
Snow & Ice Removal Tools & Equipment		Various Construction/Maintenance Equipment	

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High school diploma or GED, six months of experience as a laborer or truck driver or any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

Licenses and Certifications:

Valid New Hampshire Class (B) Commercial Driver's License with air brake endorsement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

General construction and/or maintenance methods and practices.

Operation of various types of construction/maintenance equipment.

Operation of hand power equipment related to assignment.

Rules and precautions related to roadway and equipment safety.

Techniques and practices used in road and right-of-way repair and maintenance activities.

Principles and practices of municipal drain, sewer and water system maintenance.

Park and grounds maintenance, and lawn and plant care.

Safe and effective practices of applying and handling of fertilizers and soil amendments

Skill in:

Operating various light and heavy construction/maintenance and right-of-way equipment.

Performing simple routine maintenance on equipment.

Performing repair and maintenance on right-of-way.

Operation of required hand tools and power equipment

Mental and Physical Abilities:

Understand and follow oral and written instructions.

Apply common sense understanding to carry out simple one or two-step instructions.

Perform strenuous and routine work.

Deal courteously and diplomatically with the general public.

While performing the essential functions of this job, the incumbent is regularly required to stand, walk, use hands to finger, handle, or feel; reach with hands and arms; climb, balance; stoop, kneel, crouch, or crawl; exert 20 to 50 pounds of force.

Specific vision abilities required by this job include: distance vision, ability to discriminate between colors, and ability to adjust focus.

While performing the essential functions of this job, the incumbent is regularly required to lift and/or move objects weighing up to 100 pounds.

Working Conditions:

While performing the essential functions of this job, the incumbent may be regularly required to work overtime during emergencies; is regularly exposed to wet or humid conditions; outdoor weather conditions; extreme cold; extreme heat; working near moving mechanical parts; working in high precarious places; fumes or airborne particles; toxic or caustic chemicals; vibration, according to requirements of assigned division.

The incumbent's working conditions are typically moderately loud.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.