

JOB DESCRIPTION

**THE CITY OF WESTOVER
500 DUPONT ROAD
WESTOVER, WV 26501**

**Job Title: LABORER
Department: PUBLIC WORK'S DEPARTMENT**

GENERAL JOB DESCRIPTION:

Laborer, under the direct supervision of the Working Field Supervisor, performs daily assignments independently and has the ability to create a safe work environment, make common sense routine decisions, report to the Field Supervisor or Public Work's Director any problems, incidents or accidents. Must have the ability to complete assigned labor projects without supervision. Basic knowledge of construction trades preferred.

ESSENTIAL JOB FUNCTIONS, DUTIES AND RESPONSIBILITIES:

- **Ability to observe, coordinate and complete all labor tasks assigned.**
- **Ability to work independently in a safe manner without direct supervision.**
- **Communication skills to ensure that problems, incidents or accidents are reported in a timely fashion.**
- **Good interpersonal skills to communicate with residents, coworkers and management.**
- **Good decision making skills (common sense).**
- **Basic construction knowledge of electricity, plumbing, carpentry and masonry skills preferred.**

PHYSICAL DEMANDS:

- **Required to work on days off or evenings as requested during immediate or emergency situations.**
- **Required to possibly work nights, weekends, Saturdays, Sundays, Holidays and mandatory overtime if needed or necessary, upon request of Management.**
- **Demands placed on standing or walking for long periods of time during shifts.**
- **Pulling, dragging, lifting and carrying objects such as; gravel, sand, cement, block and equipment.**
- **Work in all types of environmental weather conditions and temperatures.**
- **Possible long hours cutting grass.**

WORK ENVIRONMENT:

- **Work closely with all departments to complete projects.**
- **Perform work tasks under strained conditions including, but not limited to; weather, temperature, and immediate deadlines.**

KNOWLEDGE, SKILLS, AND ABILITIES:

- **Ability to operate power equipment.**
- **Knowledge of street equipment and materials incorporated in street maintenance.**
- **Knowledge of health and safety practices and procedures.**
- **Ability to perform a variety of maintenance and repairs.**
- **Basic construction knowledge of electricity, plumbing, carpentry and masonry practices preferred.**

EXPERIENCE AND EDUCATION:

- **High School diploma or its educational equivalent.**
- **Experience in basic construction preferred.**
- **Experience in planning and coordinating construction projects.**
- **Any equivalent combination of experience, education, and/or technical training which provides the required knowledge, skills and abilities.**

LABORER MUST POSSESS A VALID AND CURRENT WEST VIRGINIA DRIVERS LICENSE.

MUST BE ABLE TO PASS A DRUG TEST AND A BACKGROUND CHECK