

SHAWNEE COUNTY, KANSAS
Position Description
Intermittent Public Works Laborer

POSITION NUMBER: PWX007

FLSA STATUS: N

POSITION DESCRIPTION

Under general supervision, this Intermittent position assists Public Works Road and Bridge crews in several different areas and performs duties as assigned. Operates a variety of construction equipment to repair and maintain roads and signs. Performs other duties as assigned. This position is supervised by an Assistant Road Supervisor.

This position is an Intermittent seasonal, non-benefits eligible position. Intermittent seasonal positions may not exceed 988 hours of work in the season. Intermittent positions may be ended prior to that without cause at Management's discretion.

WORK PERFORMED

55% Department Support.

- Assists road, bridge, engineering, and/or mechanic's staff in various duties as required.
- Transporting materials, cleaning equipment and using hand tools in general maintenance work.
- May operate tractors and mowers.
- May act as flag-person or drive a pilot vehicle to direct traffic through or around a construction area.
- May conduct infrastructure facility inventory inspections.
- May assist with traffic sign repair/replacement.

25% Routine Maintenance.

- Operates road and traffic maintenance equipment,
- Spreading material
- Motor grader in cutting and grading ditches
- Cleaning ditches
- Finish grade leveling and blade patching
- Mowing and weed eating
- Painting, sign maintenance and installation.

10% Chip Sealing.

- Operates the asphalt distributor, including being able to read the gauges for set-up of spraying asphalt, as well as knowing the maintenance of the machine, including servicing after use.
- Operates the chip spreader.

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5% Paving.

- Operates the lay down machine, including clean up after use.

5% Reporting.

- Fills out time, labor and equipment sheets.
- Must have full knowledge of work orders and feature numbers pertaining to work done.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- The care and daily maintenance of equipment including tractors, mowers, and other related tools.
- Service and maintenance requirements of equipment used.

Ability to:

- Work with others in a positive manner.
- Perform strenuous manual labor.
- Stand for long periods of time during work hours.
- Understand and carry out oral and written instructions.
- Fill out time, labor and equipment sheets.
- Communicate effectively, both orally and in writing, using the English language.
- Learn how to use various types of equipment/ tools.
- Learn work orders and feature numbers.

Skill in:

- Mowing rights-of-way with a mid-size tractor.

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PHYSICAL REQUIREMENTS

N-Never **O**-Occasional (1%-33%) **F**-Frequent (34%-66%) **C**-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching			X		Sitting			X		Driving			X	
Pushing/Pulling			X		Bending			X		High Elevation	X			
Climbing	X				Reaching			X		Unprotected Heights	X			
Throwing	X				Lifting-50 lbs.			X		Around Moving Machinery				X
ARMS					Carrying		X			Driving Automotive Equipment			X	
Reaching			X		Jumping		X			Exposure to Dust, Gases and Fumes				X
Lifting-50 lbs.			X		Twisting			X		Cramped Body Position			X	
Pushing/Pulling			X		Squatting		X			Sustained Positions			X	
Carrying			X		Turning			X		Noise Levels (Excessive)				X
Throwing	X				LEGS/FEET					Electrical Hazards		X		
EYES					Walking			X		Slippery Surfaces		X		
Near Vision			X		Standing			X		Work Above Ground				X
Far Vision			X		Sitting			X		Work Below Ground	X			
Color Vision			X		Carrying			X		Irregular Surfaces			X	
VOICE					Climbing			X		Moving Objects				X
Talking			X		Jumping			X		In High Volume Traffic				X
EARS					Turning			X		Exposure to Marked Changes in Temperature and Humidity				
Hearing			X		Lifting-50 lbs.			X						

EQUIPMENT USED

- Tractors
- Mowers
- Weed Eaters
- Motor Grader
- Asphalt Distributor
- Skid Steer Loader
- Wacker Packer
- Weed Eaters
- Lay Down Machine
- Chip Spreader
- Rollers
- Hand Tools
- Chain Saws
- Backhoe
- Sander
- Post Driver
- Rubber Tire Loader
- Painting Equipment
- Radio Equipment
- Pressure Washer

MINIMUM QUALIFICATIONS

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- High School Diploma or GED Certificate
- Must be eighteen (18) years of age.
- Valid Driver's License and eligible to operate a County-owned vehicle (HR-2013-2).
- HR-2013-2: Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

PREFERRED QUALIFICATIONS

- One (1) year of experience in the use of tools, materials and equipment used in general construction or agriculture.

SPECIAL REQUIREMENTS

- Required to lift fifty (50) pounds.
- Required to pass a pre-employment physical/drug screen and a review of driving record.
- Required to perform physically strenuous work.

This position is an Intermittent seasonal, non-benefits eligible position. Intermittent seasonal positions may not exceed 988 hours of work in the season. Intermittent positions may be ended prior to that without cause at Management's discretion.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

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Employee's Signature / Printed Name

Date

Administering Supervisor's Signature / Printed Name

Date

Appointing Authority's Signature / Printed Name

Date

Created: 04/24
Revision History: 04/24