

Cherokee County, GA



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

LABORER

Department: Public Works

FLSA Status: Non-Exempt

JOB SUMMARY

The essential function of the position within the organization is to perform unskilled labor in the Roads and Bridges Department. The position is responsible for assigned tasks. The position works under direct supervision according to set procedures.

ESSENTIAL JOB FUNCTIONS

- Fills potholes with gravel, tar or asphalt, and shovels dirt and gravel.
- Assists with loading and unloading of stone, gravel, dirt, asphalt and pipe.
- Assists with traffic control at construction/repair sites, including flagging traffic, driving pilot car and/or erecting traffic signs.
- Uses various types of hand tools, such as rake, shovel, lute, post digger, hoe, pick saw or hammer.
- Operates various types of power equipment, such as power saw, jackhammer or chipper.
- Sweeps and patches streets and gutters by hand.
- Clears and shovels areas for pipe maintenance and installation; assists crew in manually placing pipe.
- Performs routine inspections and preventive maintenance on assigned equipment, and cleans equipment.

- Performs pavement cutting, ditch digging, pipe repair, pipe laying and back filling.
- Removes trash and debris from County roads and right-of-ways, including removal of dead animals

QUALIFICATIONS

Education and Experience:

Requires completion of at least eight years of formal education.

Special Qualifications:

Requires a valid State of Georgia Driver's License and satisfactory Motor Vehicle Record and Department of Transportation Flagger certification within six months of hire date

Knowledge, Skills, and Abilities:

Requires three months of related experience.

PHYSICAL DEMANDS

Vision:

- See in the normal visual range with or without correction.
- Vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing:

- Sufficient clarity of speech and hearing abilities that would permit effective communication with or without correction.

WORK ENVIRONMENT

Work is performed in a dynamic environment that requires being sensitive to change and responsive to changing goals, priorities, and needs.

OTHER REQUIREMENTS

DATA RESPONSIBILITY: *“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Compares or inspects data, people, or things against a standard.

PEOPLE RESPONSIBILITY: *“People Responsibility” refers to individuals who have contact with or are influenced by the position.*

Follows instructions of supervisor.

ASSETS RESPONSIBILITY: *“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires minimum responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

MATHEMATICAL REQUIREMENTS: *“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition and subtraction such as making change.

COMMUNICATIONS REQUIREMENTS: *“Communications” involves the ability to read, write, and speak.*

Reads simple sentences or instructions; writes simple sentences; speaks simple sentences using basic grammar.

COMPLEXITY OF WORK: *“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs routine work using common sense; requires little attention for accurate results.

IMPACT OF DECISIONS: *“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with minor impact - affects only those in immediate work area.

EQUIPMENT USAGE: *“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving little or no latitude for judgment regarding attainment of standard or in selecting appropriate items, such as shovel, jackhammer, hand tools or hoe.

SAFETY OF OTHERS: *“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.*

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

Cherokee County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. *Cherokee County is an equal opportunity employer. Cherokee County will provide equal employment opportunity to all qualified persons without regard to race, color, creed, religion, sex, national origin, age, disability, genetic information, uniformed service status, pregnancy, childbirth, or other legally protected category or classification.*