

Delaware County

POSITION DESCRIPTION

Title: General Labor – Seasonal	Department: District 1
Reports to: Road Foreman, Commissioner or Other personnel assigned as related to particular tasks being performed	FLSA Status: Non-exempt
Approval Date: 08/21/2021	Revision Date: N/A

Position Profile

The General Labor position provides a variety of tasks for the Road Districts and serves as a float to assist with any general labor work needed for Delaware County. This is skilled and unskilled work in the performance of tasks involving manual labor. The tasks will assist in the maintenance and cleaning of roadways, ditches, grounds, and buildings. The duties include, and are not limited to as spraying, weed eating, pulling weeds, painting, caulking, directing traffic, installing signage, working with oil and other chemical, road fill, mopping floors, cleaning and shampooing carpet, removing rubbish, washing walls, cleaning restrooms, removing snow, debris, and leaves from county property, changing light bulbs, cleaning gutters, etc.

Duties and Responsibilities

- Operates lawn mower and/or tractor for right of way mowing
- Operate weed eater
- Uses chemical weed repellent
- Uses chemicals to disinfect buildings, and cleaning chemicals, along with chemicals utilized in the construction of roads and maintenance of shoulders and right of ways.
- May be required to mix chemical solutions as required for the task assigned
- Operates a chainsaw to shred brush
- Flags traffic when needed
- Must be willing to work with concrete, asphalt and other road surface materials
- Performs routine maintenance duties such as painting, cleaning, and detailing equipment
- Performs duties such as painting, caulking, washing walls, cleaning and plunging toilets, shampooing carpets, vacuum, strip and wax floors, washing windows and glass, etc.
- Operates power washer to clean equipment, buildings, parking areas and sidewalks
- Patches pothole and other light road maintenance
- Performs trash and debris removal from worksite and on property
- May be required to paint bridges
- May be required to paint and caulk buildings and around windows
- Perform daily safety and maintenance checks
- Clean heavy equipment as scheduled and/or required
- Advise supervisor of any requirements for maintenance or repairs
- Practice workplace safety
- Maintain roads and transportation systems in order to ensure safe roadways within Delaware County
- Perform pre-winter, winter, spring and summer maintenance on roads, equipment and buildings as requested
- Must be able to be present at the designated work site a minimum of 40 hours per work week, as established by the supervisor. Emergencies require 24 hour on call.
- Perform other related duties as assigned

Qualifications

Must be 18 years of age. Must possess a valid Class Oklahoma State Driver's License. Must possess a safe driving record. Required to pass a criminal background check, pre-employment physical and drug screening prior to employment and continuously during employment.

Education and/or Experience

High school diploma/GED preferred. Heavy Equipment experience preferred. General labor experience including duties listed herein preferred. Experience with concrete and asphalt preferred. Class A or B CDL Driver's License preferred.

Knowledge, Skills, and Abilities

- Knowledge of operation of front end loaders, dozers, graders, compactors, snow blowers and other pieces of heavy equipment preferred
- Must possess public interaction skills
- Effective verbal and listening communications skills
- Read, write, speak and understand the English language.
- Perform assigned tasks under frequent supervision.
- Follow written and verbal instructions.
- Establish and maintain positive relationships with managerial staff, co-workers, guests, and the general public. Work well alone or within a team.
- See problems and avoid situations that could be deemed illegal or represent a safety hazard to fellow employees or guests.
- Maintain physical condition and stamina appropriate to performance of assigned duties.
- Knowledge of truck and equipment safety
- Knowledge of operation of front end loaders, dozers, graders, compactors, snow blowers and other pieces of heavy equipment
- Knowledge of equipment maintenance and storage
- Knowledge of road construction and maintenance techniques
- Ability to operate single axel trucks in a safe and responsible manner
- Ability to operate required equipment in a safe and responsible manner
- Responsible for assigned duties including but not limited to flagging traffic, changing street and building signage, grounds work ie., picking up trash, sweeping and power washing curbs, sidewalks and dumpster areas, pulling weeds and keeping landscape beds clean from debris and trash, change light bulbs, caulk, paint, steam clean and shampoo carpets, assists with moving of heavy objects such as tree limbs, furniture, boxes, manually or with hand truck or other appropriate equipment.
- Ability to utilize sprayers and safely mix chemicals ie., insecticides, disinfectants, cleaning agents, and spray both inside and out as needed.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires the employee be present on the job site to successfully complete tasks. The position is a safety sensitive position.

Delaware County requires employees wear uniforms, safety equipment and personal protection equipment while working. Delaware County will provide required uniforms, safety equipment and personal protection equipment as part of the compensation to employees.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; walk; and stoop, kneel,

crouch or crawl. The employee is occasionally required to sit and climb or balance. The employee must regularly push, pull, drag, lift and/or move up to sixty (60) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. This is a safety sensitive position.

Work Environment

The work environment characteristics described here are representative of those an Employee encounters while performing the essential functions of this job. The employee is regularly exposed to fumes or airborne particles, including second-hand environmental smoke. The employee is regularly exposed to outside weather conditions. The noise level in the work environment is moderate to high. The employee is regularly exposed to risks associated with travel between properties and back and forth to other areas as may be required due to business demands.

NOTE: The omission of specific statements or duties listed above does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This job description does not constitute an employment agreement between Delaware County government and the employee, and is subject to change by Delaware County as the needs and requirements of the job change.

Delaware County is an Equal Opportunity Employer

Read and Sign:

I have read the above job description and received a copy of said description. I understand and am fully aware of the requirements of the position. I hereby acknowledge and agree that I am capable of fulfilling all job duties and requirements, including the physical requirements, and that I am fully able to comply with the job description.

Employee's Name (Printed)

Date

Employee's Name (Signature)

Date

Date