



City of Huntsville
Public Works Department

General Laborer – Class I & II
Job Description

General Summary

General Laborer of the Huntsville Public Works Department performs general and specific duties related to city streets, park grounds, city buildings, and other property, as well as specialized projects as assigned. Must be able to accept responsibilities, assignments, and duties in a willing way. Classification is determined by the Department Supervisor and the Mayor based upon experience and level of knowledge.

1. The primary function of an employee in this class is to perform general manual labor, maintenance and repairs on city streets, rights-of-way, alleys, medians, storm water drainage systems, signage, sidewalks and bridges, snow and debris removal, and general maintenance of city parks, including mowing, weed and brush removal, inspection and repair of playground equipment, bathrooms and concession buildings, etc.
2. Must be able to operate a variety of equipment, machinery and tools used in department projects and activities, which may include weed trimmers, blowers, mowers, and chainsaws; learn to operate dump truck, backhoe, front-end loader, water truck, tractors and associated attachments, and other related equipment.
3. Assist in asphalt repair and replacement; dump, rake, spread, and roll/compact asphalt; patch and seal cracks; apply cold mix to potholes.
4. Assist in concrete repair and replacement of sidewalks, driveways, curbs, and gutters.
5. Maintain storm water drainage by cleaning catch basins, scuppers, trash racks, and other storm water structures to prevent localized flooding; remove debris and other safety hazards from streets, curbs, storm drains, alleys, and adjacent public areas.
6. Perform general cleaning/maintenance tasks necessary to keep vehicles, equipment, and tools in operable condition, which may include inspecting equipment, check fluid levels, replace fluids, grease equipment, replace parts, wash/clean equipment, or clean shop/work areas; monitor equipment operations to maintain efficiency and safety.
7. Must be on-call and available for work during storms at any time of the day. Duties include removal of trees, limbs, structure debris from severe storms, etc. All employees are to report to work in emergency situations as directed by the Department Superintendent or the Mayor.
8. May respond to emergency situations as needed involving accidents, road spills, debris removal, or other situations; assists with traffic control when necessary.
9. Perform all work duties and activities in accordance with city policies and procedures. Work in a safe manner and report unsafe activities, conditions, and faulty equipment. Follow city's safety policy and practices and adhere to responsibilities concerning safety prevention, reporting, and monitoring as directed by Supervisor.

Other Duties, Abilities, and Responsibilities

1. May be called upon to assist disabled motor vehicles by providing traffic control including redirecting traffic or placing traffic barricades, safety cones, markers, or signs to alert drivers of work areas or other potential hazards until abated.
2. Must have a knowledge of methods, materials, procedures, and standard practices of street and right-of-way maintenance, vegetation control and removal, and related duties.
3. Must be able to learn the methods, materials, procedures, and standard practices of street repair, including concrete/asphalt repair, removal, and replacement.
4. Must understand the following:
 - a. Equipment/tool operation and maintenance.
 - b. Traffic laws and rules involved in vehicle and equipment operation.

- c. Basic traffic control/barricade procedures.
 - d. Federal OSHA and State and County regulations and city policies regarding safe work practices.
5. Follow written and oral instructions.
 6. Understand roadmaps and city boundaries to establish ownership responsibilities.
 7. Perform basic mathematical calculations including calculating and measuring distances.
 8. Prepare daily maintenance and driving logs.
 9. Communicate effectively with the public and other employee. Provide quality customer service to city staff, general public, and all other work contacts.
 10. Perform other labor duties as assigned. Assist other departments as time permits.

Environmental and Safety Factors

Works outdoors in hot, cold, and/or wet weather, exposure to noise and vibration from machinery. May have contact with toxic chemicals and gases.

Acceptable experience and training

High school graduate, or equivalent. One (1) year experience in roadway maintenance-related work preferred or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.