

**CITY OF ANADARKO  
JOB DESCRIPTION**

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<b>TITLE:</b>	<b>Laborer I</b>
<b>DEPARTMENT:</b>	<b>Special Maintenance / Park</b>
<b>REPORTS TO:</b>	<b>Department Superintendent</b>
<b>FLSA STATUS:</b>	<b>Non-Exempt</b>

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**NATURE OF WORK**

Manual unskilled and limited semi-skilled labor of a physically demanding nature. Work involves responsibility for performing heavy manual tasks in public works, parks, utility, and general construction and maintenance activities throughout the City. As work experience is gained, employees of this class may be assigned to somewhat more difficult and responsible tasks. Work assignments are detailed, and are performed under direct supervision. Although some equipment operation is performed, it is generally of a semi-skilled nature.

**ESSENTIAL JOB FUNCTIONS**

1. May work as a member of a water or sewage maintenance crew; digs and backfills trenches; cleans manholes and sewers; assists in operation of a sewer flush truck.
2. May work as a member of a street construction maintenance crew performing various functions, such as pouring and shoveling asphalt and concrete, raking tamping and smoothing asphalt and picking up debris on the street, etc.
3. May perform a variety of grounds maintenance work; maintains trees, shrubbery and flowers, etc.; maintains baseball fields, and other areas as assigned.
4. May assist in street maintenance by painting crosswalks and messages on the street, installing and maintaining traffic and street signs, and preparing streets for striping.
5. Performs routine or preventive maintenance on City vehicles and equipment; changes oil and filters, changes and repairs tires, etc.
6. Operates various machinery such as power tools, jack hammers, chain saws, power mowers and edger, light trucks and tractors, etc.
7. Other duties as assigned.

**EDUCATION, TRAINING, AND EXPERIENCE REQUIRED**

High School level or equivalent work experience and at least six months related work experience.

**SUPERVISORY RESPONSIBILITY**

No supervisory responsibility required.

**SPECIAL CERTIFICATES, REGISTRATIONS, LICENSES REQUIRED**

None

**PHYSICAL/MENTAL REQUIREMENTS**

There is regular and frequent lifting/carrying generally of moderate to heavy requirements in operating a jack hammer, performing shovel, raking work, lifting cement bags to mix cement, maneuvering wheelbarrows, repairing fences, doing concrete work, and all kinds of yard maintenance and tree trimming, mowing, etc. Much of the work involves mobility in all kinds of terrain and under adverse conditions of weather and mud/snow/ice, etc. Assists with moving playground equipment, and other equipment, and items. Incumbent may be required depending on position to work weekends. Overtime work may be required.

**ENVIRONMENTAL CONDITIONS AND SAFETY CONCERNS**

Incumbent is generally working outdoors (90% or more) during the entire year. Incumbent must be aware of and observe safety requirements in lifting, currying, and operating machinery, or vehicles, small tractors, etc. Incumbent must use safety in used of chemicals. Incumbent is subject to getting dirty, wet, or subject to exposure of hazardous chemicals, gas, oil, diesel fumes; subject to working around dangerous equipment, noises, and in confined spaces; must be able to work around insects, dust, varmints, etc.

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The above duties are general in nature and are not intended to reflect all of the duties which may be required of the incumbent.  
LAST DATE OF REVISION: 09/21/2015