

STILLWATER COUNTY

POSITION DESCRIPTION

NOVEMBER 2003

POSITION: Temporary Laborer

DEPARTMENT: Road and Bridge

ACCOUNTABLE TO: Road and Bridge Superintendent

SUMMARY OF WORK: This position is responsible for general labor work including patching potholes in the road, performing bridge work, and installing signs during the summer months.

JOB CHARACTERISTICS:

Nature of Work: This position performs physical labor duties which require attention to details and safety procedures at all times. Work is performed outdoors during the summer months during normal work hours. Position must be physically able to perform labor duties which include walking, lifting, sweeping, and shoveling. Position must be able to operate hand and power tools and equipment in a safe and efficient manner. Position is exposed to traffic hazards and passing cars while working on the roads.

Personal Contacts: Daily contact with co-workers and supervisor through face to face contact.

Supervision Received: Receives daily instruction and assignments from the Road and Bridge Superintendent and Equipment Operator through face to face contact.

Supervision Exercised: None.

Essential Functions: This position must be able to: communicate orally and in writing, read written material, follow verbal instructions, prepare a daily report of activities, perform assigned duties in a timely manner, deals tactfully with the public, adhere to safety techniques and procedures at all times. Position must be able to perform physical labor to patch holes in the road, install road signs, stand and walk, hear oncoming cars and equipment, lift and carry supplies and equipment, push and pull heavy machinery, reach with arms and hands, use visual sight including near and far acuity, and use manual hand dexterity.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

- Makes decision on what holes in the road need repair.
- Sweeps holes, line holes with oil, shovel patch material into the hole, and compact the material to a smooth surface.
- Operates repair equipment and vehicles.
- Is responsible for company owned truck, shovels, brooms, compactor, and compressor.
- Performs physical labor which involves driving, shoveling, and sweeping.
- Prepares a daily report of activities for company information.
- Performs other related duties as required.

JOB REQUIREMENTS:

Knowledge: This position requires a thorough knowledge of: road repair techniques, hand and power tools, operation of a vehicle, and safety techniques and procedures.

Skills: This position requires considerable skill in the use of a vehicle, hand and power tools, shovel, broom, compactor, compressor, forklift, and heavy machinery.

Abilities: This position requires the ability to: communicate effectively orally and in writing follow verbal and written instructions; use good judgment; make appropriate decisions with regard to public safety; adhere to safety techniques and procedures at all times; deal tactfully and professionally with the general public; adhere to road regulations and procedures; establish effective working relationships with fellow employees, supervisor, other county employees and departments, various state road departments, and the general public.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- A High School Diploma or GED equivalent with experience in operating heavy machinery including a forklift.
- Must possess a valid Montana Driver=s License.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Observes work hours.
- Demonstrates punctuality.
- Performs assigned duties.
- Performs repair maintenance.
- Works well with others and the general public.
- Is able to work on multiple operations at once.
- Prepares and submits a daily activities report.
- Deals tactfully and courteously with the public.
- Adheres to safety techniques and procedures at all times when dealing with the public.
- Establishes and maintains effective working relationships with fellow employees, supervisor, other county employees and departments, various state road departments, and the general public.