

**DAVIESS COUNTY FISCAL COURT**  
**Job Description**

Job Title: Utility Laborer  
Department: Public Works  
Reports To: Road Supervisor  
FLSA Status: Non-exempt  
Prepared Date: September 2015

**Summary:** Performs construction and maintenance of buildings, grounds, and equipment for county facilities; operates vehicles and performs necessary tasks related to road maintenance and rehabilitation projects.

**Essential Duties and Responsibilities:** include the following. Other duties may be assigned.

Performs daily mowing and trimming duties.

Operates light grounds equipment and vehicles, including but not limited to tractors, trucks, blowers, push and riding mowers, weed eaters, chain saws and various hand tools.

Performs daily litter pick up and maintenance inspections of trash.

Performs athletic field maintenance for scheduled activities.

Works special events, i.e. July 3<sup>rd</sup>, ROMP, and Christmas at Panther Creek

Operates trucks and machinery to dispose of garbage and refuse.

Keeps all grounds maintenance equipment clean, operable, and properly stored.

Informs Maintenance Supervisor of all damages, repair needs and supply needs.

Provides all beautification such as tree trimming and pest control.

Performs necessary functions in rehabilitation, maintenance and construction of roads, streets, and related facilities.

Performs snow and ice removal.

Performs other general labor tasks as assigned.

**Supervisory Responsibilities:** None

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

High school diploma or general education degree (GED); one to three months related experience and/or training

**Language Skills:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**Mathematical Skills:**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Certificates, Licenses, Registrations:** Valid Driver's License; Commercial Drivers License, (CDL), Class A, within six (6) months of date of hire

**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.

While performing the duties of this Job, the employee is regularly required to stand; walk, use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to extreme heat. The employee is frequently exposed to wet and/or humid conditions, moving mechanical parts, outside weather conditions, and extreme cold. The employee is occasionally exposed to high, precarious places; fumes or airborne particles, toxic or caustic chemicals; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate.