



**POSITION DESCRIPTION  
KOOCHICHING COUNTY**

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Laborer	<b>Department:</b> Highway Department	<b>FLSA Status:</b> Non-Exempt
<b>Date:</b> 10/2010	<b>Job Evaluation Assignment</b> A12	<b>Immediate Supervisor's Position Title:</b> Maintenance Supervisor

**Job Summary:**

Under the direction of the Maintenance Supervisor, the Laborer is responsible for assisting engineering technicians in collecting survey data in the field and/or assisting technicians in monitoring contractors; assists heavy equipment operators in performing manual duties involved in the construction, maintenance or repair of roads, bridges, right-of-ways and drainage structures; assists transfer station operators in collecting and disposing of trash, demolition materials, and recyclables at the transfer station or collection sites.

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Serves as part of survey crews following directions of engineering technicians in the collection of field data used in preliminary design plans for roads, bridges, right-of-ways or drainage structures. Assists and follows direction of engineering personnel in providing control points, grade stakes, volume measures, and other controls for contractors to indicate requirements and specifications for projects. 25%
2. Performs tasks involving the operations of hand tools and general labor. Loads and hauls culverts and bands to installation sites. Shoots grades to establish flow lines for equipment operators. Rigs culverts for placement by equipment operators. Patches potholes and cracks in asphalt roads. Repairs and patches bridge decks and railings. Installs and replaces signs. Removes trees, brush and obstructions from right-of-ways. Flags and provides traffic control for safety at project sites. 25%
3. Monitors contractors on project sites. Inspects construction materials to assure compliance with specifications and monitor pavement operations for bituminous overlays. Tests and monitors concrete plant operations. Weighs or counts trucks to ensure correct quantities are delivered to sites. 10%
4. Assists mechanic(s) by performing light maintenance duties such as: changes oil; checks fluids and tires; greasing parts; mounting or changing tires; installing or removing plow equipment; replacing cutting edges; performing general maintenance to hand tools, equipment or small engines. 10%
5. Separates and bales recyclables at transfer facility. Pushes demolition materials, brush, and leaves with skid-steer to maintain traffic flow at dump sites. Works with public to explain rules and procedures at the site. Hauls recyclable materials from canister sites. 10%
6. Performs general building maintenance to county/highway owned facilities (e.g. painting, cleaning, mowing, etc.). Assists in inventorying and sale of signs, cutting edges, culverts and bands. 5%

- 7. Mixes salt and sand. Assists in screening sand for winter needs. Loads sanding vehicles. 5%
- 8. Performs other duties of a comparable level/type, as required.

**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS**

**EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:**

<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)</b>		
	less than high school diploma	<b>Major field of study or degree emphasis:</b>		
X	High school diploma or GED.			
	1 yr post secondary			2 yrs post secondary
	3 yrs college			4 yrs college
	1st year graduate level	<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>• Basic understanding of survey procedures and tools</li> <li>• Fundamental knowledge of construction techniques and equipment used in culvert installation, road and ditch maintenance and repair.</li> <li>• Knowledge of general carpentry, plumbing, landscaping, concrete mixing and placement.</li> <li>• Knowledge of aggregate, bituminous and concrete.</li> <li>• Operation and use of hand tools and small engines.</li> </ul>		
	2nd year graduate level			

**Required Work Experience in Addition to Formal Education/Training:**  
No previous experience required.

<b>LICENSE/ CERTIFICATION</b>	<p><b>Identify licenses/certification required:</b> A Valid CDL Minnesota Driver’s License.</p> <p>After employment employee <u>may be required</u> to obtain from MN/DOT in accordance with departmental guidelines:</p> <p>Safety/Training; Aggregate Production; Bituminous Street I, Concrete Plant I</p>
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS	
Titles of Positions Directly Supervised	# of Employees
<b>TOTAL</b>	

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total:

<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<b>Skilled in:</b> <ul style="list-style-type: none"> <li>• Basic math and communication skills.</li> <li>• Following and applying safety and risk management procedures in the operation of hand tools and small engine equipment.</li> <li>• Following proper safety, body mechanics and risk management procedures.</li> <li>• Learning and operating skid-steers, tractors, loaders, broom, small dozers, rollers, screen plant, sorting conveyors, glass crushers, forklifts, portable compressors and jackhammers.</li> <li>• Learning and testing construction materials to assure compliance with project specifications and requirements.</li> <li>• Learning to operate and use survey and grade equipment.</li> <li>• Learning to read, interpret and apply maps, plats and project specifications.</li> <li>• Learning, rigging and loading materials and equipment.</li> <li>• Learning, assisting and performing transfer station activities and functions.</li> </ul>
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<b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	<b>Unusual or hazardous working conditions related to performance of duties:</b>  Working in and around traffic, hazardous chemicals, inclement weather conditions, hot and cold temperatures, high temperature materials (blacktop, tar, and crack-filler), long hours when plowing snow in snowstorms and blizzards, noise, dirt, dust, fumes, icy/snowy/slippery roads, and heavy lifting and manual activities.
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### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously

Stand			X	
Walk			X	
Sit			X	
Use hands dexterously (use fingers to handle, feel)			X	
Reach with hands and arms				X
Climb or balance		X		
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
Physical (Lift & carry): up to 10 pounds				X
up to 25 pounds			X	
up to 50 pounds		X		
up to 100 pounds		X		

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

Physical requirements associated with the position can be best summarized as follows:

**Medium Heavy Work:**

Exerting up to 100 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job .

**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Classification History: A12

Date Board Adopted: October 26, 2010 2010/10-33 Job Study