



POSITION: Laborer
JOB CODE: 2011 **GRADE:** 109G
DEPARTMENT: Department of Public Works **DIVISION:** Roads
REPORTS TO POSITION: Supervisor, Roads
STATUS: Full-Time **FLSA:** Non-Exempt

Position Summary

Position provides manual work in the following areas: including maintaining, cleaning, and repairing roads, grounds keeping, operating and maintaining assigned equipment, and flagging and traffic control.

Position Responsibilities

1. Performs maintenance and repairs at various work sites as assigned, such as county roads, bridges, etc.
2. Performs various ground care duties as assigned, including mowing, edging, weeding, etc.
3. Moves equipment to work site as directed; cleans and maintains equipment.
4. Assists with digging and maintaining ditch lines.
5. Clears debris from work sites as assigned, such as roadways, and bridges.
6. Sets up work site safety signs and perform flagging for traffic control.
7. Serves on an on-call basis for snow removal and removal of debris as necessary.

Minimum Qualification Requirements

Education

Completion of 8th grade and the ability to read, write and follow directions; High school diploma or GED preferred

Experience

Minimum of one (1) construction or related experience.

Certificate(s) and/or License(s)

1. Possession of a valid Class "C" non-commercial driver's license with no more than three (3) points.
2. Commercial Driver's License (CDL) within 6 months of hire.
3. Flagger certification within 6 months of hire.

Knowledge, Skills & Abilities

1. Ability to follow oral and written instructions.
2. Ability to use and maintain assigned equipment, including a variety of power and non-power equipment in a safe manner.
3. Manual dexterity is essential.
4. Ability to operate various plow trucks, loaders, and other motor vehicles.
5. Ability to work in inclement weather, any shift; weekends and holidays may be required.
6. Ability to communicate effectively with others.
7. Ability to work on an on-call basis.

Miscellaneous Position Information

Working Conditions & Physical Requirements

Work requires constant physical effort, including walking extensively, working in a stooped position over a long period of time, standing for extended periods of time, and/or lifting or handling moderately heavy equipment or materials. Work involves risks or discomforts which require special safety precautions, e.g., working around moving parts, machines, and/or at road sites. Employees may be required to use protective clothing or gear such as boots or gloves; requires working in extreme weather conditions, including rain, heat, and cold.

Work is normally performed Monday through Friday during normal business hours, however, may require alternate work hours 24 hours a day, seven (7) days a week.

Individuals appointed or promoted to a position in this class will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period. Continuation in this class will be contingent upon successful completion of the probationary period.

Conditions of Employment

1. Prior to appointment, employees are subject to pre-employment medical history review and drug testing, extensive background investigation (which may require CJIS and NCIS clearance), including but not limited to reference checking, and driving history, and an evaluation of training or experience.
2. Employees in this classification are essential as defined by the County’s Personnel Policies and Procedures Manual and are required to report to work during inclement weather or other designated emergencies.

Benefits (*Not all positions may be eligible for these programs.)

Cecil County Government offers a full complement of benefits including medical, dental, life, disability, and AD&D insurance programs as well as a generous time off benefits. We understand that finding the right balance between home and career is a challenge and offer the following programs: employee assistance program, flexible work arrangements/compressed schedule and telework/remote office opportunities.

This position description is representative of the general and most important components of this role and does not characterize every aspect of the job; other duties and responsibilities may be assigned as warranted and deemed appropriate. This document does not constitute a contract of employment, nor a guarantee of continued employment. Cecil County Government is an equal opportunity employer.

By signing below the employee indicates this job description was reviewed, acknowledged, and accepted. Questions regarding the job description should be directed to Human Resources.

Employee Printed Name _____
Date

Employee Signature