

**City of Sebastopol  
Job Description**

**Job Title:** Laborer  
**Division:** Miscellaneous  
**Department:** Public Works  
**Location:** Corporation Yard  
**Shift:** Daytime  
**Reports To:** Public Works Superintendent  
**Prepared By:** R. Puccinelli  
**Approved By:** City Council  
**Approved Date:** Sept. 1, 2002  
**FLSA Status:** Nonexempt

**SUMMARY**

Under general supervision, to perform a variety of semiskilled or skilled manual tasks and to do specialized skilled jobs as required. This position serves as an introduction to City Service and as a means to evaluate if a worker may be eligible to compete for other positions in the Maintenance Worker Classifications.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Perform landscape maintenance duties including but not limited to; manual labor for weed abatement and pruning of landscaping, transporting and spreading of mulch, purchasing and replanting of landscape material as needed, repair of irrigation, operation of power tools as necessary to assist in the above tasks, and transporting and dumping debris to City stockyard. Cleans and repairs water and sewer lines and mains as necessary; excavates trenches for the installation of water and sewer lines; may paint and/or install street signs, stop signs, fire hydrants and curbs; may install water meter services, water mains, valves and hydrant laterals; performs minor plumbing and electrical repair and installation work as necessary; maintains and repairs City public buildings; responds to emergency calls.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to learn and 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**

Less than high school education; or up to one month related experience or training; or equivalent combination of education and experience.

**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 simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles.

### **OTHER QUALIFICATIONS**

Establish and maintain cooperative working relationships with those contacted in the course of work.

### **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 frequently required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit and taste or smell. The employee must frequently lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the 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 regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and risk of electrical shock. The noise level in the work environment is usually loud.