



Job Description

Your Logo Here

<p>Job Title: <u>R&B General Laborer I</u></p> <p>Reports to _____</p> <p>Department _____</p> <p>Division _____</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Job Code</td> <td>Job Grade</td> </tr> <tr> <td>Position #</td> <td>FLSA Code</td> </tr> <tr> <td>Location Code</td> <td>SIC Code</td> </tr> <tr> <td>CS Code</td> <td>EEO Code</td> </tr> </table>	Job Code	Job Grade	Position #	FLSA Code	Location Code	SIC Code	CS Code	EEO Code
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Summary of Functions:

Performs entry-level work in assisting Road and Bridge crew operations. Performs road construction and maintenance work in one or more public works programs. Work includes reconstruction/rehabilitation, surface maintenance, right-of-way maintenance, or customer services programs. Work involves performing the operation of light hand-held equipment. Works under general supervision for all activities.

Distinguishing Characteristics:

This is the first in a series of two R&B General Laborer-related job classifications within this job family. This classification is distinguished by this entry level position, versus an experienced General Laborer. This classification may require a flexible work schedule to meet the needs of the department.

Management Scope: N/A

Duties and Responsibilities:

% of Time

Essential / Non-Essential

1. Operates light equipment used in construction and maintenance projects, such as various hand-tools, string trimmers, push and riding mowers, power drills, grinders, saws, pressure washers, and water spraying equipment.
2. Assists with preventive maintenance inspections, routine servicing, and minor repairs on equipment.
3. Ensures adherence to safety standards when operating equipment and at all other times.
4. Picks up rocks, leaves, and trash and cleans up after heavier equipment and assists in the loading and unloading of trucks.
5. Inspects equipment to ensure that it meets safety and operational specifications.
6. May perform other work as directed during emergencies such as floods, tornadoes, hurricanes, accidents, and hazardous material spills.
7. Assists with traffic control operations in work zones as directed such as flagging.



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8. Will perform physical tasks such as cleaning, removing debris, loading and unloading materials, assembling and disassembling temporary structures, digging trenches, compacting earth, and assisting skilled operators with their duties.
9. Performs other job-related duties as assigned.

Minimum Qualifications

Education, Experience, and Training:

- Requires a High School diploma or GED equivalent; or
 - May be a summer hire and still attending High School
- Entry level position, no experience required.

Licenses, Registrations, Certifications, or Special Requirements:

- Work Zone Flagger Training certificate

Preferred:

- In possession of a valid Texas Class C driver's license at time of hire.



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Job Title: R&B Equipment Operator I

Knowledge, Skills & Abilities:

Knowledge :

- Policies, practices, procedures, and methods of assigned function.
- Applicable safety practices and regulations.
- Texas Motor Vehicle Code and other codes, laws, and statutes relating to the given position.
- Light equipment and tools used in road maintenance.

Skills:

- Operating grounds maintenance equipment safely.
- Both verbal and written communication, including conveying and following instructions and providing information to the public.

Abilities:

- Safely and correctly apply road construction and maintenance techniques.
- Understand and follow instructions and communicate effectively, as required.
- Manage time well and meet timelines.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, and the general public.
- Demonstrate regular and reliable attendance.

Physical/Environmental Requirements and Other Information:

Physical requirements include the ability to lift/carry up to 50 pounds, visual acuity, speech and hearing, hand and eye coordination, and manual dexterity. Subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, driving, client/customer contact, and squatting to perform the essential functions. Subject to extreme temperatures, outside elements, noise, vibration, contact with dust, fumes and hazardous chemicals, foul odors, animal and human fecal matter, insects, and rodents. Requires the use of Personal Protective Equipment as required by job circumstances. May work weekends, holidays, and 24/7 standby. As members of the County Emergency Response System, all County employees are designated as Disaster Service Workers during a proclaimed emergency, workers may be required to train on emergency response and perform certain emergency services at the direction of their supervisor.

(YOUR COUNTY NAME) employees play an essential role in business continuity. As such, employees may be assigned to business continuity efforts outside of typical job functions.