

## CITY OF HAYWARD

LABORERDEFINITION

Under immediate supervision, performs a variety of unskilled physical tasks in the construction, repair, grounds keeping, and maintenance of streets, sewers, water systems, wastewater treatment plant, landscape, and tree maintenance.

DISTINGUISHING CHARACTERISTICS

This is an entry level trainee class which may provide transition into other more skilled classifications in Utilities and Environmental Services and/or Maintenance Services Departments such as Utility Worker, Groundskeeper I and Maintenance Worker I. Incumbents may transition after gaining the knowledge, skills, experience and certifications which meet the qualifications of the higher-level class and after demonstrating the ability to perform the work of the higher-level class. For training purposes, incumbents may perform more complicated tasks associated with street, sewer, water and landscape maintenance. Advancement from the Laborer class shall be in accordance with City policies and procedures, including Memorandum of Understanding provisions, and receiving recommendation for advancement from the respective Department Director.

SUPERVISION RECEIVED

Depending on assignment, immediate supervision is provided by a variety of classifications including Utility Worker, Utility Leader, Tree Trimmer, Groundskeeper I/II and other supervisory or management personnel.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

Maintains public grounds and property. Pulls weeds, removes debris and discarded materials; repairs and paints barricades; hauls material to dump sites and cleans up behind work project.

Ensures the safety of City workers and the public. Places safety cones. Alerts City workers of danger. Keeps the public safely away from work areas.

Exposes sewer, water and storm drain lines. Digs through pavement concrete and soil using hand tools, jackhammers and concrete saws.

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ESSENTIAL DUTIES (continued):

Assists in the repair of broken sewer, water and irrigation lines. Assists in removing broken pipes. Puts in replacement pipe and secures pipe to repair broken sewer pipe lines.

Picks up and delivers materials and supplies. Picks up, delivers and unloads materials and supplies.

Maintains trees and disposes of cut tree branches and trimmings. Climbs and cuts large tree branches into smaller branches with a chain saw. Lifts and cuts tree branches into smaller branches with a chain saw. Lifts tree branches into the chipper. Trims trees from ground level using a chain or manual saw.

Assists in maintaining city grounds and surrounding areas.

Operates equipment including but not limited to a tractor with attachments such as mowers, lawn rollers, fertilizer spreaders, edgers and aerifier; rototiller, trencher, stump remover, dethatcher, and root saw.

Cleans streets and roadsides. Sweeps, clears, and cleans roadsides, gutters, curbs, culverts and catch basins including hazardous spills.

Assists in maintenance and repair of City streets. Assists in preparing surfaces for cold patching and paving by spraying oil. Spreads asphalt with a rake. Compacts surfaces with a roller.

Assists in the preparation, repair and/or reconstruction of sidewalks, curbs and gutters. Assists in building concrete forms. Mixes concrete. Pours concrete into forms to build or repair utility cut-aways; assists in painting crosswalks, curbs and traffic lane markings.

Assists in the installation, repair and maintenance of traffic signs, barricades, fencing irrigation lines, water and sewer, irrigation lines and mains.

Cleans tanks, pumps and motors. Washes out Wastewater Treatment Plant clarifying and holding tanks with water to clean tanks. Sprays pumps and motors with a high pressure steam cleaner to remove debris.

Cleans work areas and buildings. Washes windows, replenishes paper towels, sweeps surfaces with broom, empties trash in trash receptacles and cleans wash basins.

Assists in the cleaning of sewer lines by clearing lines of debris and material.

Prepares and paints surfaces. Removes paint from pipes, pumps and motors with sandpaper,

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wire brush, or putty knife to prepare surfaces for repainting. Paints pipes, pumps and motors.

**ESSENTIAL DUTIES (continued):**

Graffiti abatement by painting and pressure washing.

Performs related works as necessary.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Preparation of work sites for safe and efficient operation for crews and the public.

Basic Arithmetic

Occupational hazards and standard safety procedures.

**Ability to:**

Perform heavy manual labor.

Bend, stoop, reach, lift and carry heavy objects for prolonged periods of time.

Follow oral and written instructions. Read, understand and follow posted work rules and procedures.

Get along with co-workers and the public. Deal tactfully with the public and others in providing information, answering questions and providing Customer Service.

Learn the procedures and safe handling of chemicals, sprays and poisons, plus ability to recognize potential hazards. Meet the requirements to wear respiratory protection or other safety equipment.

Learn semiskilled and routine landscape work.

Maintain and repair garden tools.

Learn how to use various hand and power tools, such as a chain saw, jackhammer, sprayer, hydraulic snap cutter, power saw, concrete saw, hoist, pick and shovel.

Learn to operate a variety of equipment such as a front-end loader, power hand roller, rodding

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and hydro-jet flusher, pipe pushing machine, steam cleaner, brush chipper, stumper, root saw,  
JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

riding mower, and various mechanical equipment.

Learn to drive various vehicles.

Communicate clearly and concisely, both orally and in writing.

#### EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: None

Education: Eighth (8<sup>th</sup>) grade education.

Licenses and Certifications: At the time of appointment and on a continual basis, must possess a valid Class C California Driver's License. Within six (6) months from the date of appointment and on a continual basis thereafter, must possess a valid Class B California Driver's License with tanker endorsement. Depending upon assignment, a valid Class A California Driver's License may be required. Incumbent must also meet the insurability requirements as determined by the City.

Incumbents hired into the Water Department or Utility Division will be required to obtain a D-1 certification from the California State Water Resources Control Board California Department of Public Health D-1 Water Distribution Certificate within two (2) testing cycles from the date of appointment twelve (12) months from date of hire.

It is desirable that incumbents hired into the Collections Division obtain a California Water Environment Association (CWEA) Collections System Maintenance Grade I.

DEPARTMENT OF TRANSPORTATION (D.O.T.) REQUIREMENT: Upon receipt of any license other than a Class C California Driver's License, incumbents may be called upon, at any time, to perform safety sensitive functions, and therefore, may be subject to the Federal Highway Administration D.O.T. regulations and the City's policy concerning drug and alcohol testing as a continuing condition of employment with the City.

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### SPECIAL REQUIREMENTS

Must be willing and able to work scheduled and emergency overtime and be available on call as required; must wear a uniform and protective clothing; must meet the requirements to use

#### SPECIAL REQUIREMENTS (continued):

appropriate safety devices and/or equipment, which may include a self-contained breathing apparatus; may be required to serve as an Authorized Disaster Service Worker during the time of an emergency.

Essential duties require the mental and/or physical work environment: work in variable indoor and outdoor conditions; tolerate exposure to outdoor elements in all weather conditions (e.g. heat, cold, and rain) throughout the year; be able to tolerate some exposure to noise, vibration, chemicals, moving objects, traffic, engine exhaust, dust, mechanical and electrical hazards, and odorous environments; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop and safely lift and move equipment and materials weighing up to 75 pounds; converse by telephone, by email, in person, and be clearly understood; read and comprehend documents; interact with the public and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) year

M905CS94

April 1959

Revised March 1994

Revised March 2007

Revised September 2007

Revised June 2016

Revised March 2024

AAP GROUP: 18

FLSA GROUP: Non-Designated

FPPC GROUP: Non-Exempt