

JOB DESCRIPTION
MURFREESBORO WATER AND SEWER DEPARTMENT
MAINTENANCE CONSTRUCTION LABORER

1. JOB TITLE: MAINTENANCE CONSTRUCTION LABORER

2. DEFINITION: A Maintenance Construction Laborer is an unskilled to semi-skilled position requiring heavy manual labor in the repair, construction and maintenance of the water distribution, repurified water system and wastewater collection systems. This position works under the direct supervision of a Maintenance Construction Foreman. All employees at the Operations and Maintenance facility report to the Superintendent and Assistant Superintendent. All employees are under the administrative supervision of the Director of the Water and Sewer Department and are responsible to the City Manager. This employee is primarily responsible for assisting in the repair, construction, maintenance and inspection of the water distribution, repurified water system and wastewater collection systems; tasks are performed in accordance with accepted practices and procedures. The position is classified as Non-Exempt for the purposes of the Fair Labor Standards Act, and as having a reasonably foreseeable occupational exposure to bloodborne pathogens. As Safety Sensitive, the employee is subject to pre-employment, reasonable suspicion, post accident (incident), random, promotion and transfer, return-to-duty and follow-up drug and alcohol testing. The employee is subject to a pre-employment physical examination with a written statement from the physician as to the employee's ability to meet the physical strength and dexterity requirements of the position.

3. EQUIPMENT / JOB LOCATION:

- a. This position requires the use of hand tools and power equipment including, but not limited to, hammer, screwdriver, shovel, pipe wrench, pipe cutters, sledge hammer, rock drill, road saw, jackhammer, air compressor, sewer rodding machine, boring machine, and pavement breaker.
- b. The employee must safely operate a motor vehicle.
- c. The job location is throughout the water distribution and wastewater collection systems. The employee will work primarily outdoors, exposed to inclement weather, and in the proximity of biological, chemical, electrical and mechanical hazards.
- d. All City facilities and vehicles are tobacco-free.

4. ESSENTIAL FUNCTIONS OF THE JOB:

- a. Assists in the construction, maintenance and/or repair of the water distribution, repurified water system and wastewater collection systems.

- b. Performs heavy manual labor including, digging, lifting, and breaking pavement under varying weather conditions while exposed to dampness, fumes, odors, dust, biological, electrical, mechanical, and traffic hazards.
- c. Assists with building and adjusting manholes, frames and covers, and roadway valve box castings.
- d. Operates various hand tools including, but not limited to, jackhammer, pavement breaker, pick, shovel, pipe cutters, and various wrenches.
- e. Operates power equipment including, but not limited to, air compressors, pavement breakers, sewer rodding machine, boring machine and various type pumps.
- f. Participates in traffic control.
- g. Removes and replaces various types of paving.
- h. Participates in standby duties, which involves working alone or with co-workers at night, weekends, and holidays to resolve situations that occur after normal business hours.
- i. Assists other employees in numbering and repairing of water meters.
- j. Assists in making water meter connections.
- k. Assists in installing sewer clean-outs and connections.
- l. Assists with the unclogging of stopped sewer lines.
- m. Safely operates motor vehicles of various descriptions for the purpose of performing the essential functions of the position, which duties may include transporting other City employees.
- n. Assists in making repairs to fire hydrants, and installs temporary water meter connections on fire hydrants.
- o. Turns off water meter connections.
- p. Installs meters and turn-on.
- q. Reads water meters correctly.
- r. Removes and replaces metal manhole covers, which weigh approximately 165 pounds.
- s. Climbs in and out of manholes of various depths.
- t. Ability to perform mathematical calculations.
- u. Learns and complies with all rules and regulations including, but not limited to, the City of Murfreesboro Employee Handbook, TOSHA Safety, Confined Space Program, etc.
- v. Demonstrates knowledge of, or the ability to learn, safety rules and equipment including identification of precautions for and emergency response to biological, chemical, electrical, and mechanical hazards, and asphyxiating, toxic and explosive gases and vapors.
- w. Performs tasks and assist co-workers with minimum of redirection.
- x. Demonstrates good workmanship in a neat and timely manner.
- y. Sits, stands, bends, stoops, reaches, squats, and walks intermittently.
- z. Must be able to perform job duties as described on *Essential Functions Addendum*.

5. ADDITIONAL EXAMPLES OF WORK TO BE PERFORMED:

- a. Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. Must be at least twenty-one (21) years of age.
- b. Must possess a diploma from an accredited high school or have attained the equivalent GED.
- c. Must have legal authorization to work in the United States of America.
- d. Must submit to and pass a pre-employment drug and alcohol screen.
- e. Must possess a driver's license valid in the State of Tennessee and the ability to safely operate a motor vehicle. CDL Class B license is preferred.
- f. Must not have been convicted of, pleaded guilty to, entered a plea of *nolo contendere* to, or received judicial diversion for any felony charges or to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling, or controlled substances.
- g. Must not have been convicted or, pleaded guilty to, entered a plea of *nolo contendere* to, or received judicial diversion for any misdemeanor charges involving DUI/DWI or alcohol, or use, possession, manufacture, or sale of controlled substances or drug paraphernalia within the past five (5) years.
- h. Literacy in English with the ability to understand and carry out oral and written instructions and posted schedules.
- i. Ability to learn and follow City policies and regulations.
- j. Ability to perform mathematical calculations.
- k. Ability to obtain and maintain certification in American Red Cross CPR and First Aid within six (6) months from date of employment. Failure to obtain the American Red Cross CPR and First Aid certifications before the end of the twelve (12) month probationary period will result in termination.
- l. Knowledge of or ability to learn Occupational Safety Hazards and appropriate safety precautions and procedures.
- m. Ability to pass the Tennessee State Blaster's Licensing test and obtain Department of Commerce and Insurance Explosive User's Registration Certificate is preferred.
- n. Ability to report for work on time and perform the duties of the job for a complete workday.
- o. Ability to perform occasional overtime, evening, holidays, and weekend work.
- p. Ability to work while wearing personal protective equipment such as a self-contained breathing apparatus, steel-toed shoes, rain gear, hard hats, goggles, etc.
- q. General working knowledge of, or the ability to learn, the operation of municipal waste distribution and wastewater collection.
- r. Ability to exercise independent judgment within the limits of the position.
- s. Ability to maintain accurate time sheets and submit them to a designated supervisor in a timely manner.

- t. Physical strength and dexterity requirements include, but are not limited to, the following:
 - 1. Lift and carry one hundred (100) pounds of tools or construction materials.
 - 2. Climb ladders, and descend manhole steps approximately twenty-five (25) feet deep.
 - 3. Work in confined spaces.
 - 4. Work in confined spaces in the presence of offensive dust, fumes, odors, and hazardous materials while wearing proper personal protective equipment.
 - 5. Manipulate both large and small tools and parts.
 - 6. Remove and replace a manhole cover weighing approximately 165 pounds.
- u. Ability to establish and maintain effective, harmonious, cooperative, and productive working relationships with the public and other City employees.
- v. Must be able to pass physical abilities test/post-offer screen for employment.

Non-Exempt
Safety Sensitive
August 4, 2010

APPROVED:



GLEN GODWIN

ESSENTIAL FUNCTIONS ADDENDUM
MURFREESBORO WATER AND SEWER DEPARTMENT
MAINTENANCE CONSTRUCTION LABORER

Employees in this area work 5 days a week, 8 hours a day with a 1/2-hour lunch break. The Laborer reports to the Water and Sewer Department. A Laborer is an unskilled to semi-skilled position requiring heavy manual labor in the repair, construction and maintenance of the water distribution, repurified water system and wastewater collection systems. This job requires digging, lifting, and breaking pavement under varying weather conditions while exposed to dampness, fumes, odors, dust, biological, electrical and mechanical traffic hazards. The employee will also assist with building and adjusting manholes, frames and covers, and roadway valve box castings. The Laborer also uses various hand tools and operates power equipment while repairing or building water, repurified water and wastewater systems.

Physical Demands

Rarely – suggests the employee is required to perform tasks less than 8 repetitions per hour, or less than 33% of the day.

Occasional – suggests the employee is required to perform tasks 8-15 repetitions per hour, or 33% of the workday.

Frequent – suggests the employee is required to perform tasks 16-32 repetitions per hour, or 34-65% of the workday.

Constant – suggests the employee is required to perform tasks 33 or more repetitions per hour, or 66% or higher of a workday.

<u>Lift</u>	<u>Occasional</u>	<u>Frequent</u>	<u>Constant</u>
<20#			X
20-50#		X	
50-75#		X	
75-100#	X		
>100#	X		

<u>Push/Pull</u>	<u>Occasional</u>	<u>Frequent</u>	<u>Constant</u>
<50#			X
50-100#		X	
100-150#	X		
>150#	X		

Depending on the job duties for the day the Laborer may have to perform lifting, pushing or pulling on a more or less frequent basis; however, job duties may change throughout the week depending on the needs of the Water and Sewer Department.

Employees are able to get help with lifting heavy objects and are encouraged to if an object weighs over one hundred pounds (100#).

Bending/Squatting/Kneeling/Twisting – Is required constantly throughout the day repairing and constructing water collection systems. The Laborer also works in confined spaces, which requires the employee to work in very tight conditions.

Pushing/Pulling – Is required constantly while working on a job that requires the manipulation of rods, pipes or wiring. Is required occasionally manipulating valves, fire hydrants, manhole covers, copper rolls, and other material used in the repairing and constructing of water collection systems.

Lifting/Carrying – Is required constantly in lifting hand tools. Performed occasionally lifting valves, rods, pipes, wiring, jackhammers, pavement breakers, shovels, wrenches, spider lids, copper rolls, and other material used in the repairing and constructing of water collection systems. The following items were weighed and can be lifted, carried, pushed, pulled or manipulated in a fashion using all four (4) components:

<u>Item</u>	<u>Weight</u>
Spider lid	160#
Manhole cover	90-145#
PVC pipe (13 ½ feet)	62#
Fire hydrant	400# (handled with electrically driven hoists or fork lifts)
One inch copper tubing (100 feet)	85#
6 inch gate water valve	145#
Tapping sleeve	145#
Water pump	120#
Reducer	25#
Jack hammer (6 foot steel rod)	100#
Pavement breaker	80#
Cut off saw	32#
TV camera	48#

The jack hammer and pavement breaker were weighed as above, however, this does not account for friction force that is caused when breaking up pavement or when it may jam in the pavement.

Standing/Walking – Is required constantly throughout the day.

Sitting – Is performed while driving to the location for the job or on breaks.

Reaching – Is required constantly manipulating hand tools, valves, pipes, rods, and using other materials used in the repairing or constructing of the water collection systems.

Manual Dexterity/Gripping – Performed constantly.

Fine Motor Control – Is required frequently while screwing valves or using small hand tools.

Climbing ladders – Required frequently ascending/descending ladders in manholes that can be up to 25 feet deep.

Overhead activity – Required occasionally when lifting items overhead such as a jackhammer, piping, and wiring.

Tools Handled:

Shovel

Jack hammers

Pipe saw

Tapping machine

Spade

Pipe Wrench

Pavement breaker

Rock drill

Road saw

Air ratchet

Hand ratchet

Hammer

Wrenches

Rake

Pipe cutters

Screw Driver

Chain

Sewer rope

Manhole hook

Probing Rod

Metal detector

Tape measure

Sledge hammer

Work Conditions

Exposed to:

Hot temperatures

Cold temperatures

Sudden changes in temperatures

Noise

Slippery Surfaces

Tight work spaces

Water and Sewer Department – Maintenance Construction Laborer

High elevations
Rain
Snow
Biological hazards
Chemical hazards
Electrical hazards
Mechanical hazards

Need physical ability for:

Squatting
Bending/Crouching
Stooping
Hand gripping
Fine motor control
Hand/Eye coordination
Pushing/Pulling
Lifting/Carrying
Reaching
Overhead activity
Climbing
Balancing
Foot control
Driving a truck
Driving heavy equipment
Driving a tow motor

Addendum
August 4, 2010