

**JOB DESCRIPTION
HARWICH WATER DEPARTMENT
MAINTENANCE CONSTRUCTION LABORER**

1. **JOB TITLE:** MAINTENANCE CONSTRUCTION LABORER

2. **DEFINITION:** This is an unskilled to semi-skilled position requiring heavy manual labor in the repair, construction and maintenance of the water distribution systems. This position reports directly to a Distribution Foreman. All employees are responsible to the Board of Water Commissioners and the Superintendent. This employee is primarily responsible for assisting in the repair, construction, maintenance and inspection of the water distribution systems tasks, which are performed in accordance with accepted practices and procedures. The position is classified as Essential. 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, power equipment, and vehicles requiring a Class D Driver's License.
 - b. The job location is throughout the water distribution. The employee will work primarily outdoors, exposed to inclement weather, and in the proximity of biological, chemical, electrical and mechanical hazards. All Town 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 collection systems.
 - b. Performs heavy manual labor including, digging, lifting, and breaking pavement under varying weather conditions while exposed to dampness, flumes, odors, dust, 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 and various wrenches.
 - e. Operates power equipment including, but not limited to, air compressors, pavement breakers, jet-wash truck, and various type pumps. May participate in traffic control.

- g. Removes and replaces various types of paving.
- h. After receiving training and becoming a Certified Massachusetts Drinking water operator he/she may participate in standby duties, which involves working alone or with coworkers 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. Safely operates motor vehicles of various descriptions for the purpose of performing the essential functions of the position.
- l. Assists in making repairs to fire hydrants, and installs temporary water meter connections on fire hydrants.
- m. Turns off water meter connections.
- n. Assist in the installation of water services.
- o. Reads water meters correctly.
- p. Removes and replaces metal manhole covers, which weigh approximately 165 pounds.
- q. Climbs in and out of manholes of various depths.
- r. Learns and complies with all rules and regulations in, but not limited to, Employee Handbook, OSHA Safety, Confined Space Program, etc.
- s. 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.
- t. Performs tasks and assist co-workers with minimum of redirection.
- u. Demonstrates good workmanship in a neat and timely manner.
- v. Sits, stands, bends, stoops, and walks intermittently.
- w. 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 Eighteen (18) years of age.
- b. Must possess a diploma from an accredited high school or have attained the equivalent GED.
- c. Must submit to and pass a per-employment drug and alcohol screen.
- d. Must have or be able to obtain a valid Class D drivers license.
- e. Must not have been convicted of, pleaded guilty to, entered a plea of *no contest* to, or received judicial diversion for any felony charges or to any

- violation of any federal or state laws or Town ordinances relating to force, violence, theft, dishonesty, gambling or controlled substances.
- f. Must not have been convicted or, pleaded guilty to, entered a plea of *no contest* 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.
 - g. Literacy in English with the ability to understand and carry out oral and written instructions and posted schedules.
 - h. Ability to follow Town policies and regulations.
 - i. Ability to perform mathematical calculations with fractions, decimals, percentages and the metric system.
 - j. Ability to obtain and maintain certification in CPR and first aid.
 - k. Knowledge of or ability to learn Occupational Safety Hazards and appropriate safety precautions and procedures.
 - l. Ability to acquire a Massachusetts Drinking Water License minimum 1-D
 - m. Ability to report for work on time and perform the duties of the job for a complete workday.
 - n. Ability to perform occasional overtime, night and weekend work.
 - o. Ability to work while wearing personal protective equipment such as a self-contained breathing apparatus, steel-toed shoes, rain gear, hard hats, goggles, etc.
 - p. General working knowledge of, or the ability to learn, the operation of municipal water distribution.
 - q. Ability to exercise independent judgment within the limits of the position.
 - r. Ability to maintain accurate time sheets and submit them to a designated supervisor in a timely manner.
 - s. Physical strength and dexterity requirements are, but not limited to the following:
 - 1. Lift and carry one hundred (100) pounds of tools or construction equipment.
 - 2. Climbing up and down ladders, while descending and ascending meter pits steps approximately eight (8) 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. Drag one hundred (100) feet of three inch (3") fire hose full of water.
 - 7. Remove and replace a manhole cover weighing approximately 165 pounds.
 - t. Ability to build and maintain harmonious, cooperative and productive relationships with co-workers.

- u. Must be able to pass physical abilities test/post offer screen for employment.

ESSENTIAL FUNCTIONS ADDENDUM
HARWICH WATER DEPARTMENT
MAINTENANCE CONSTRUCTION LABORER

Employees in this area work five (5) days a week, eight (8) hours a day with a ten (10) minute morning break, thirty (30) minute lunch break and a ten (10) minute afternoon break. The laborer reports to the Water Department. A laborer is an unskilled to semi-skilled position requiring heavy manual labor in the repair, construction and maintenance of the water distribution. This job requires digging, lifting, and breaking pavement under varying weather conditions while exposed to dampness, fumes, odors, dust, 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 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.

Lift	<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#).

Lifting 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. Pushing and Pulling are required to occasionally manipulating valves, fire hydrants, manhole covers, copper rolls, and other material used in the repairing and constructing of water collection systems.

Lifting & Carrying — Are required constantly in lifting hand tools. These items are performed occasionally while lifting valves, 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 covers	90-145#
PVC pipe (13 1/2 feet)	62#
Fire hydrant	400# (handled with Backhoe Mini Excavator)
Various Ductile Iron Fittings	50# plus
Various Vale Boxes	25# plus
One inch copper tubing (100 feet)	85#
6 inch gate water valve	145#
Tapping sleeve	145#
Water pump	120#
Reducer	25#
Jack hammers	100#

Pavement breaker	80#
Cut off saw	32#

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 — Are 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 — is required frequently ascending/descending ladders in manholes and ditches that can be up to 15 feet deep.

Overhead activity — may be 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
Lawn Mowers
Weed-eater

Work Conditions

Exposed to:

Hot temperatures
Cold temperatures
Sudden changes in temperatures
Noise
Slippery Surfaces
Tight work spaces
High elevations
Rain
Snow

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

February 19, 2009