



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: SEMI-SKILLED LABORER

BARGAINING UNIT: [CIV BARGAINING](#)

CODE NUMBER: 6120

PAY RANGE CODE: [06110](#)

REVISION DATE: 9/28/17

NATURE OF WORK:

This is manual labor involving the use of acquired skills. Work involves performing assigned duties that require manual skill. Employees of the class may act as a lead worker and be required to operate automotive equipment. Work is normally performed with supervision.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Operates snow plows to remove snow from streets.

Responds to and resolves citizens' issues.

Completes and submits reports of work completed.

Picks up, loads, and removes debris from streets and sidewalks after storms.

Performs minor repairs and preventive maintenance on mowers, snow blowers, airless paint sprayers, construction equipment, and other equipment, including oiling, cleaning, lubricating, replacing gear housing, gears, and mower blades.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

The following essential functions are specific to the designated division:

Park Maintenance:

Mows, trims, fertilizes, sprays, and weeds park grounds and boulevards and removes trash and debris.

Renovates turf areas on park grounds and athletic facilities using related maintenance and construction equipment.

Removes snow from overpasses, sidewalks, and driveways using snow blowers, shovels, and other automotive equipment.

Prepares ball fields by dragging, setting the grades, setting the bases, and chalking.

Repairs and replaces irrigation system pipe and heads that involves digging up the underground pipe, removing damaged sections, installing new sections, and covering new pipe with dirt and sod.

Scrapes old paint, sands, and re-paints picnic tables, playground equipment, trash barrels, and other park equipment.

Cleans and maintains park restrooms to include washing cement floors, sanitizing sinks and fixtures, replenishing toiletry supplies, and wiping down mirrors.

Traffic Maintenance:

Installs and repairs traffic signal poles and sign poles by reading maps, locating poles, determining placement, breaking concrete, core drilling, digging holes, welding poles to base cages and placing appropriately, pouring concrete, and performing minor finish work.

Operates underground cable tracking equipment and marks ground surfaces showing the cable locations.

Installs mast arms, traffic signs, and signal heads with the use of a high reach truck.

Places and picks-up temporary traffic control devices that warn the traveling public of wet painted pavement marking conditions.

Installs, removes and repairs city bicycle racks.

Lays conduit, pulls cable through the conduit, and installs pull boxes and loops.

Paints crosswalk markings and may assist in marking lanes on streets and installing plastic paving marking material.

Removes existing pavement markings by way of grinding, power washing, or other method.

Street Maintenance:

Cuts and breaks up concrete or asphalt, loads broken pieces into trucks, cleans areas to be repaired, pours concrete, and performs minor finish work.

Operates equipment to remove paint and other substances from concrete, brick, wood, glass, and other surfaces, and applies paint as needed.

Sewer Maintenance:

Injects dye into the sewer lines and assists with the operation of television equipment to inspect sewer pipe for defects or blockages.

Reads work orders and quarter section maps in either paper or electronic form to find work locations to complete the orders.

Repairs city sewer lines by digging trenches, shaping rock bedding, cutting pipe, and replacing damaged pipe using couplings.

Operates a jet truck to clean sewer lines.

Replaces manhole covers and rings and repairs sewer inlets, manhole bodies, and surrounding surfaces, including breaking up cement or asphalt, loading broken pieces into trucks, cleaning areas to be repaired and measuring, pouring concrete, and performing minor finish work.

Uses current utility location request system to receive and respond to requests for sewer locations. Uses current sewer mapping to locate and mark sewer manholes and lines in the field.

Uses various hand tools to clean sewer structures such as manholes and sewer inlets.

Compost Operations:

Receives truckloads of yard waste from city refuse haulers, weighs the loads, and directs the drivers to the locations to unload.

Removes minor contaminants from the loads, directs the moving of the material into manageable stacks and rows, and monitors its temperature to know when it has reached its compost state.

Assists customers purchasing compost at the processing facility.

Assists in site cleanup and maintenance of the crushed aggregate surface.

Enters data into the computer concerning the number and weight of loads received and the amount of material that has reached its compost state each day.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Knowledge of general construction.

Knowledge of minor maintenance needed to repair and maintain equipment such as mowers, snow blowers, and paint spraying equipment.

Skill in the use and maintenance of assigned tools and equipment.

Ability to understand oral or written instructions.

Ability to operate automotive equipment up to and including a single axle dump truck.

Ability to operate assigned equipment.

Ability to read and understand street maps and quarter section maps to determine the placement of signal poles, signs, pavement markings, and the location of sewer cave-ins.

Ability to perform minor mathematical functions such as addition, subtraction, multiplication, and division.

Ability to learn to operate a computer to input and retrieve data.

Ability to compile reports of work completed.

Ability to maintain effective working relationships with superiors, other city employees, members of the public, and contractors and their agents.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to adhere to safety policies, procedures, and guidelines.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

High school graduation or its equivalent preferred.

Two (2) years of construction related experience.

SPECIAL QUALIFICATIONS

Must possess a valid Class “B” Commercial driver’s license with “N” endorsement and no air brake restrictions at the time of appointment_or a learner’s permit for such a license at the time of application.

Depending on the division assigned, must possess a forklift operator's permit by the end of the probationary period.

Depending on the division assigned, must possess a Third Grade Hoisting and Portable Engineer’s Certificate by the end of the probationary period.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed primarily outdoors in all weather conditions with temperatures ranging from below zero to above one hundred degrees approximately 50 to 75% of the time, amid conditions of dust, odors, fumes, and noise, in high places or confined spaces, on or near moving heavy machinery. Incumbents may also be exposed to fertilizer, other chemicals, or hot asphalt approximately 15 to 25% of the time.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Jet Truck	Single Axle Truck with Attachments
Smoke Testing Machine	Gas Testing Machine
Gas Detector	Rope, Harness, and Winch
Rodder	Boom Hoist Truck
Forklift	Respiratory Equipment
Jack Hammer	Vacuum Truck
Concrete Saw	Manual and Electric Hand Tools
Cutting and Welding Torches	Asphalt Roller
Concrete Vibrator	Air Compressor
Chainsaw	Pneumatic and Gas Tampers
Concrete Broom	Landscape Rake
Snow/Air Blower	Weed Cutter
Lawn Mower	Hydro-clipper
Graffiti Van	Paint Sprayer
Sand Blaster	Front End Loader
Skidsteer Loader	Computer/Mobile Electronic Devices
Calculator	Truck Scale
Digital and Analog Temperature Probes	Underground Cable Location Equipment
Farm and Industrial Tractors with Attachments	Core Drill
Pressure Washer	Concrete/Asphalt Grinder
Oxygen Acetylene Torch	

Previous Revision Date(s): 8/27/92
3/26/98
8/27/98
3/25/99
12/16/99
11/21/02
5/29/08

**SEMI SKILLED LABORER-COMPOST
PHYSICAL REQUIREMENTS**

Physical Requirements	EXAMPLES OF RELATED JOB DUTIES	Rarely 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Standing	Assembling compost bags and speaking with customers.		X		
Walking	Grabbing bags from conveyer belt to stock onto pallet, helping customers and maintaining the aesthetics of the property such as weed eating and sweeping.		X		
Sitting	Data entry, driving forklift and driving front loader.		X		
Lifting	Raising and lowering an object weighing up to 50lbs.			X	
Carrying	Transporting an object up to 50lbs a distance up to 5 feet.			X	
Climbing	Getting in and out of heavy machinery, up/down ladders and stairs.		X		
Balance	Walking on catwalk of hoppers, walking on uneven terrain, climbing up/down ladders.		X		
Stooping	Bending over a 36" ledge to scrape outside hopper with a shovel.		X		
Crouching	Lowering compost bags from conveyer belt to floor and assisting customers in loading vehicles.	X			
Reaching	Forward Reach occurs while loading bag onto hopper; requires 20" forward reach. Overhead reach occurs while climbing in and out of vehicles.			X	
Hand Usage	Handling compost bags, loading empty bags onto hopper, data entry, driving heavy machinery.			X	

**SEMI SKILLED LABORER-MISSOURI RIVER WASTEWATER TREATMENT PLANT
PHYSICAL REQUIREMENTS**

Physical Requirements	EXAMPLES OF RELATED JOB DUTIES	Rarely 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Standing	Working on parts; servicing the pumps; performing preventative maintenance on the pumps.		X		
Walking	Moving within the facility and the building (primary building – dewatering building); when trimming weeds on the landscaping portion of the buildings. Individuals will work on various terrains; various weather conditions; and both evening and day light.			X	
Sitting	Working on the computer checking emails and reviewing paperwork.	X			
Lifting	Raising and lowering an object weighing up to 71lbs.		X		
Carrying	Moving parts and equipment to the various necessary sites in the facility.		X		
Pushing/ Pulling	Moving carts of parts and components in the shop area; moving pallets of product in the shop area; maneuvering tools and parts into position; and when performing wrenching		X		
Climbing	Stairs – to access the plant walk and the cat walk in the dewatering building. Ladders – to access parts of the press. Ramps – to access areas within the secondary building. Other examples include climbing incline when performing ground and landscaping activities.		X		
Reaching	Replacing the battery in the permalube greaser building; using the hose to clean the press; use of the broom handle to reach in and open the flow plate on top of the press.			X	
Stooping/Crouching	Examples include to get the rollers off the press; checking bearings and performing preventative maintenance tasks.			X	
Kneeling	Pulling weeds on the biofilter building; accessing the rollers; performing preventative maintenance tasks; and replacing the grease canisters.			X	
Hand Usage	Utilizing tools and equipment; hand tools and power tools when assisting the mechanic; when utilizing the landscaping tools; when performing work servicing the bearings and other tasks in the dewatering building; utilizing trimmers; hoses; power tools; and hand tools.			X	
Crawling	Access the rollers and parts in the dewatering building when working on the presses.	X			

**SEMI SKILLED LABORER-PARK GROUNDS MAINTENANCE
PHYSICAL REQUIRMENTS**

Physical Requirements	EXAMPLES OF RELATED JOB DUTIES	Rarely 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Standing	Overiewing on-site debris, weeds and waiting for inspector to approve work order.		X		
Walking	Gathering tools, gathering litter on properties, spreading ice melt.			X	
Sitting	Driving in single axel truck and riding mowing tractor.		X		
Lifting	Raising and lowering an object weighing up to 60lbs.			X	
Carrying	Transporting an object up to 40lbs a distance up to 20 feet.			X	
Pushing/Pulling	Pushing/Pulling an object up to 70lbs a distance up to 25 feet.			X	
Climbing	Getting on and off various vehicles, climbing vertical ladders to get into bed of truck, climb ladders to cut limbs.		X		
Balance	Tarping back of truck load.	X			
Stooping	Picking up litter, picking up shrubs and starting various equipment.		X		
Kneeling	Changing blades on lawnmower.	X			
Crouching	Picking up various litter, shrubs and changing tires on vehicle.		X		
Reaching	Reaching at various distances and various heights in order to: pick up litter, shrubs, cut shrubs and dispose of waste in truck bed.		X		
Hand Usage	Running single axel truck, unrolling tarp, picking up litter/shrubs, using bungee straps, operating skid loader and lawn tractor.				X

**SEMI SKILLED LABORER-SEWER DIVISION
PHYSICAL REQUIREMENTS**

Physical Requirements	EXAMPLES OF RELATED JOB DUTIES	Rarely 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Standing	Camera placement and monitoring camera as part of operating the Jet Truck.		X		
Walking	Moving about the work site when locating manholes. Walking performed on various terrains in all weather conditions.			X	
Sitting	When operating the vehicles driving to/from various sites as required by work orders.		X		
Lifting	Raising and lowering an object weighing up to 92lbs.		X		
Carrying	Carrying tools and equipment to the work sites.		X		
Pushing/ Pulling	Removing manholes and repositioning the manholes. Manhole is manipulated using a pick that engages the manhole. The pick is then lifted and the manhole is pulled. The force will vary depending upon how impacted the manhole lid.		X		
Climbing	Entering and exiting the vehicle. Vertical ladder on the Jet Truck (5 rungs); Vertical ladder when entering and exiting a manhole.		X		
Balance	Working around moving traffic; walking on various terrains and in various weather conditions.			X	
Stooping/Crouching	Inserting camera into manhole; using a pick to move the manhole.		X		
Kneeling	Raking in the manhole with the long rake.		X		
Reaching	Forward to use tools (rakes, shovels etc.) and equipment (Camera). Above shoulder to operate the crane;		X		
Hand Usage	Using various tools and equipment; operating vehicle and camera; handling concrete, asphalt.			X	

**SEMI SKILLED LABORER-TRAFFIC ENGINEERING DIVISION
PHYSICAL REQUIREMENTS**

Physical Requirements	EXAMPLES OF RELATED JOB DUTIES	Rarely 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Standing	Cutting tape, creating sign blanks, placing sign on street signal in bucket truck.		X		
Walking	Grinding out skips, laying long chain, doing overlays, placing traffic cones, laying down tape, walking to signage locations to/from truck.		X		
Sitting	Seasonal, during spring and fall, may have to sit on striper all shift.		X		
Lifting	Raising and lowering an object weighing up to 95lbs.			X	
Carrying	Transporting and object up to 95lbs a distance up to 25 feet.			X	
Pushing/ Pulling	Pushing/Pulling and object up to 50lbs a distance up to 50 feet.		X		
Climbing	Getting on and off striper, tape truck, climbing vertical ladders and 10' to get tape off shelves in stock room.		X		
Balance	Getting on/off vehicles, standing in bucket lift.			X	
Stooping	Working at 35" table height in stock room, turning on/off valves on striper truck, starting various machines such as blower/grinder, running sign removal hydraulic controls at a 24" height.		X		
Kneeling	Laying tape, pulling out and setting sign anchors.		X		
Crouching	Bolting signs together, pulling out anchors in median.		X		
Reaching	Emptying buckets of grinding to 73" height, throwing out cones from back of pickup, hanging signs overhead, loading hose onto striper.			X	
Hand Usage	Using sledgehammer to hammer in poles, shoveling, hanging signs,		X		
Crawling	Laying tape, cleaning under striper, pulling out anchors.		X		