

## **POSITION DESCRIPTION**

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<b>POSITION:</b>	<b>LABORER</b> (Full Time – Seasonal)	<b>LICENSED:</b> No
<b>DEPARTMENT:</b>	Bay Mills Public Works	<b>GRADE:</b> 9 (15.69-23.54)
<b>REPORTS TO:</b>	Public Works Director	<b>STATUS:</b> Non-Exempt

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### **POSITION SUMMARY:**

The position is responsible for the completion of the daily scheduled and unscheduled work orders. Performs various manual tasks such as under brushing, using chainsaws and other equipment, manual labor, and other duties as assigned. Receives written work orders or verbal instructions from manager/supervisor.

### **ESSENTIAL FUNCTIONS:**

1. Responsible for cleaning and preparing construction sites to eliminate possible hazards.
2. Signals equipment operators to facilitate alignment, movement, and adjustment of machinery, equipment, and materials.
3. Assist crewmembers in job completion by performing manual labor such as under brushing, hauling and clearing brush, digging and shoveling of dirt or snow, removing debris, using chain saws and other equipment.
4. Responsible for wearing all provided safety equipment and abiding by all safety instructions for use of equipment.
5. Responsible for maintaining a system for conveying liquids and liquid waste by installing and repairing plumbing apparatus.
6. Shovel cement and other materials into portable cement mixers; and mix, pour, and spread concrete.
7. Digs ditches or trenches, backfill excavations, and compact the level earth to grade specifications, using picks, shovels, pneumatic tampers, and rakes.
8. A laborer position, joins, aligns, and seals structural components, such as concrete wall sections and pipes.
9. Load, unload, and identify building materials, machinery, and tools, and distribute them to the appropriate locations, according to project plans and specifications.
10. Build and position forms for pouring concrete and dismantle forms after use using saws, hammers, nails, or bolts.
11. Contributes to team effort by accomplishing related results as needed.
12. Must punch in and out at the beginning and end of each shift using electronic time keeping system located in the shop.
13. Responsible for arriving to work station on time.

14. Other duties may be assigned within the scope and complexity of this position's essential functions.
15. Must attend all mandatory trainings designated by the Human Resources Department and/or Department Director.

**PHYSICAL REQUIREMENTS:**

The Laborer needs the ability to quickly move their hands and arms, and two hands to grasp, manipulate, or assemble objects. The Laborer needs the ability to keep hand and arm steady while moving their arm or while holding the arm and hand in one position. The Laborer needs the ability to coordinate two or more limbs while sitting, standing, or lying down. The Laborer needs the ability to exert maximum muscle force to lift, push, pull, or carry objects. The Laborer needs the ability to listen to and understand information and ideas presented through spoken words and sentences. The laborer needs the ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.

The Laborer needs the ability to use their abdominal and lower back muscles to support part of the body repeatedly or continuously over time without giving out or fatiguing. The Laborer needs the ability to see details at close range from where they are working on a job function. The Laborer needs the ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem. The Laborer must perform physical activities that require considerable use of the arms and legs and moving the whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.

Occasionally the employee must squat, crawl, crouch, and kneel with frequent bending, climbing, balancing, and push/pulling. The employee must frequently lift, push, haul and/or move up to 100 pounds. The employee is regularly exposed to heights, moving machinery, driving automotive equipment, marked changes in temperature and humidity, dust, fumes, and gases.

**POSITION REQUIREMENTS:**

1. Must be 18 years of age or older.
2. Knowledge of machines and tools, including their designs, uses, repair and maintenance.
3. Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
4. Must be have the ability to perform all physical requirements of the position.
5. Must have valid Michigan Driver's License and insurable to drive without restrictions required.
6. Must be able to work flexible schedules including holidays and weekends.
7. Must have an excellent past work record and attendance record.

8. Must possess a personable, customer service attitude along with organizational ability to handle multiple tasks simultaneously.
9. Must present a well-groomed, professional appearance and speak, understand and write in the English language including the meaning and spelling of words, rules of composition, and grammar.
10. Must be able to get along with, and work well with others.
11. To perform this position successfully, an individual must be able to satisfactorily perform each function listed under the essential functions and physical demands categories of this position description.

**PREFERENCE:** Preference will be given to those of Native American descent.

**CLOSING DATE:** May 10, 2022 at 4:30pm

**APPLY TO:** Send Resume and/or Application to:

Heather Lyons; HR Generalist  
Bay Mills Human Resources Department  
12124 W. Lakeshore Drive  
Brimley, MI 49715  
(906) 248-8521

[eforrester@baymills.org](mailto:eforrester@baymills.org)

Subject: Seasonal Laborer

\*\*Applications can be found on the Bay Mills website at  
[www.baymills.org](http://www.baymills.org) under the employment section\*\*