



## Jackson Parish Police Jury

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### General Laborer - Road Department

**Job Title:** General Laborer - Road  
**Location:** Road Department – 230 Fitzpatrick Road, Jonesboro, LA  
**Requirements:** Class E Driver's License; progression towards a CDL license a plus  
**FLSA Status:** Non-Exempt  
**Work Schedule:** 7:00 AM – 3:30 PM (½ hour unpaid lunch break) Monday – Friday unless scheduled for weekend work  
On-call, holidays, weekends, overtime, etc. required when necessary

#### Description:

*Under close supervision, the Road Department General Laborer performs unskilled manual labor, operation of light equipment requiring no special training or experience, and performs related work as required by the supervisor. Laborers in this position class are also responsible for the operation of a variety of construction and maintenance equipment and for performing manual labor activities as needed and/or required by the Road Department.*

#### Responsibilities:

The responsibilities herein are intended to describe the general nature of work performed by this position, and are not to be construed as an exhaustive list of responsibilities, duties, and skills. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of management of the Jackson Parish Policy Jury.

- The General Laborer is responsible for performing industrial and safety housekeeping of assigned areas following the instructions from their Supervisor.
- Operates Police Jury-owned vehicles, such as pick-up trucks, backhoe, street sweeper, dump trucks, farm-type tractors, bush hog cutters, boom mowers, etc. as required
- Operates hand and power tools and equipment, such as mowers, chain saws, air compressor, small compaction equipment, etc. as required
- Mows grass and rights of ways with hand power equipment
- Uses hand tools to load and unload sand, dirt, gravel, and hot and cold mix asphalt
- Repairs pot holes
- Required to inspect and repair equipment as directed by department procedures, as well as be able to make repairs to parish roads, curbs and sidewalks
- Performs road and ditch maintenance and associated work
- Cleans culverts and other drainage structures including placing rip rap and filter cloth
- Sweeps streets, shop, and sidewalks; cleans up debris and materials from roads, bridges, and culverts
- Flags traffic when needed
- Manually moves and transports equipment, materials, etc.
- Loads and unloads materials from trucks including debris, sand, dirt, gravel, etc.
- Cleans trucks, replaces blades, and other maintenance of equipment as needed
- Performs building maintenance, cleaning offices, restrooms, and shop as needed
- Assists operators, truck drivers, mechanics etc. with specific projects as requested



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- Performs a variety of other heavy manual work in connection with the maintenance of streets, bridges, and drainage of parish roads
- Ready to learn from on-the-job training when necessary
- Follows safety procedures and practices as required, as well as wearing required safety equipment
- Performs other job-related duties as assigned

### **Distinguishing Characteristics of Job:**

Members of this class are under close supervision of a Lead Worker, Supervisor, or Superintendent and are responsible for work of routine difficulty. Work is of a heavy manual nature that does not require a high degree of manipulative skill or previous work experience. Constant supervision is not necessary for familiar tasks that can be carried out without difficulty once learned. Work involves exposure to dirt, fumes, inclement weather, and safety hazards.

Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials up to 100 pounds.

Normally works a regularly assigned shift; however, management has the ability to change the work schedule by sending members of this class home later in the same work week so that total hours actually worked in the work week will not exceed 40 hours.

### **Minimum Qualifications:**

- Must be 18 years of age
- High school diploma, or equivalent, required
- Class E Driver's License; progression towards a CDL license a plus
- Three (3) months of experience in the operation of equipment listed above preferred, but not required
- Must be able to lift up to 100 pounds frequently
- Ability to work safely in all weather conditions, including adverse conditions
- Can understand and follow oral and written instructions
- Able to work in elevated areas, confined spaces, and on and off ladders
- Must be able to sit and stand for extended periods of time

### **Knowledge, Skills & Abilities:**

- Works independently in a fast-paced environment
- Communicates effectively and gets along with other coworkers and the public
- Punctual and reliable
- Adheres to work schedule and follows through on challenges as they arise
- Adheres to the Jackson Parish Police Jury's policies and rules that are set forth, promoting the Jackson Parish Police Jury's safety standards, and working with a sense of honesty and trustworthiness
- Maintains a feeling of pride in work; strives to achieve all goals



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### **Licenses and Certifications:**

- Class E Driver's License; progression towards a CDL license a plus

### **Competencies:**

- Speaking and listening
- Teamwork
- Responsibility

### **Travel:**

- Travel is primarily local during the business day

### **Supervisory Responsibilities:**

- This position has no supervisory responsibilities

### **Work Environment:**

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration.

The noise level in the work environment is usually quiet while in the office; or moderately loud when in the field.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is constantly required to use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl, and walk.

The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and the ability to adjust focus.

### **Preferred Education and Experience:**

- High school diploma, or equivalent, required
- On-the-job training typically provided

### **Security Requirements:**

This position is safety and security sensitive. Employee must be able to pass a background check and periodic drug screenings. Employee must be legally able to work in the United State of America.



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### **Driving Requirements:**

Valid Driver's License required. Employee must have a clean driving record and be able to transport to and from work. Ability to obtain and maintain insurance coverage by the Jackson Parish Police Jury's insurance carrier preferred. Periodic Motor Vehicle Reports are run and reviewed.

### **EEO Statement:**

The Jackson Parish Police Jury provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

### **Other Duties:**

***Please Note:*** this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.