



CITY OF  
**Anadarko OK**

**CITY OF ANADARKO  
JOB DESCRIPTION**

<b>WORK STATUS: FULL TIME</b>	<b>JOB TITLE: Labor 1</b>
<b>FLSA STATUS: NON-EXEMPT</b>	<b>DEPARTMENT: Cemetery</b>
<b>STARTING SALARY: \$11.00</b>	<b>NORMAL WORK HOURS: M-F 8AM TO 5PM</b>
<b>SAFETY SENSITIVE: Yes</b>	<b>DATE OF LAST REVISION: 03/24/2023</b>

**NATURE OF WORK**

Manual unskilled and limited semi-skilled labor of a physically demanding nature. Work involves responsibility for performing heavy manual tasks in public works, parks, utility, and general construction and maintenance activities throughout the City. As work experience is gained, employees of this class may be assigned to somewhat more difficult and responsible tasks. Work assignments are detailed, and are performed under direct supervision. Although some equipment operation is performed, it is generally of a semi-skilled nature.

**ESSENTIAL JOB FUNCTIONS**

1. Dig and backfill trenches; open and close graves.
2. May perform a variety of grounds maintenance work; maintains trees, shrubbery and flowers, etc.
3. Performs routine or preventive maintenance on City vehicles and equipment; changes oil and filters, changes and repairs tires, etc.
4. Operates various machinery such as power tools, jack hammers, chain saws, power mowers and edger, light trucks and tractors, backhoe, mower, weed eater etc.
5. Other duties as assigned.

**EDUCATION, TRAINING, AND EXPERIENCE REQUIRED**

Eighth grade level or equivalent work experience and at least six months related work experience.

**SUPERVISORY RESPONSIBILITY**

No supervisory responsibility required.

**SPECIAL CERTIFICATES, REGISTRATIONS, LICENSES REQUIRED**

Must have a driver's license and an acceptable driving record.

**PHYSICAL/MENTAL REQUIREMENTS**

There is regular and frequent lifting/carrying generally of moderate to heavy requirements in operating a jack hammer, performing shovel, raking work, lifting cement bags to mix cement, maneuvering wheelbarrows, repairing fences, doing concrete work, and all kinds of yard maintenance and tree trimming, mowing, etc. Much of the work involves mobility in all kinds of terrain and under adverse conditions of weather and mud/snow/ice, etc. Assists with moving, and other equipment, and items. Incumbent may be required depending on position to work weekends. Overtime work may be required.

**ENVIRONMENTAL CONDITIONS AND SAFETY CONCERNS**

Incumbent is generally working outdoors (99% or more) during the entire year. Incumbent must be aware of and observe safety requirements in lifting, currying, and operating machinery, or vehicles, small tractors, etc. Incumbent must use safety in used of chemicals. Incumbent is subject to getting dirty, wet, or subject to exposure of hazardous chemicals, gas, oil, diesel fumes; subject to working around dangerous equipment, noises, and in confined spaces; must be able to work around insects, dust, varmints, etc.

**SAFETY SENSITIVE**

This position is a "safety sensitive" position as defined by the US DOT drug and alcohol testing regulations, the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and/or Oklahoma Medical Marijuana laws. These positions may be subject to periodic random drug testing pursuant to City of Anadarko Alcohol & Controlled Substance Testing Policy and Procedures.

---

**The above duties are general in nature and are not intended to reflect all of the duties which may be required of the incumbent.**

**ACKNOWLEDGMENT**

I acknowledge that I have read the job description and requirements for the Laborer position and I certify that I can perform these functions.

---

Applicant Signature

---

Date

---

Witness

\*Management has the right to add or change these duties of the position at any time.

---

Date of last Revision: 03/24/2023