



The Town of Cottage City
3820 40th Avenue,
Cottage City, MD 20722
Phone: (301)-779-2161 Fax: (301) 779-3525

STANDARD OPERATING PROCEDURE (SOP)

Public Works Skilled Laborer

1. Purpose

This Standard Operating Procedure (SOP) establishes uniform guidelines, expectations, and procedures for the Public Works Skilled Laborer to ensure safe, efficient, and consistent maintenance and operation of municipal infrastructure and facilities for the Town of Cottage City.

2. Scope

This SOP applies to all duties performed by the Public Works Skilled Laborer, including infrastructure maintenance, equipment operation, emergency response, and support of municipal services. The position is appointed by the Town Commission and reports directly to the Town Manager.

3. General Responsibilities

The Public Works Skilled Laborer is responsible for the maintenance, repair, and upkeep of:

- Public streets and rights-of-way
- Storm sewer systems (coordinating service requests through 311 with Prince George's County)
- Public buildings and facilities
- Town parks and grounds
- Other facilities held in public trust

The employee must maintain flexibility in assignments and scheduling, including on-call duty, emergency response, seasonal operations, and Town-sponsored events.

4. Infrastructure Maintenance Procedures

4.1 Street Maintenance



- Inspect streets for potholes, cracks, and hazards.
- Perform full-depth asphalt patching and pothole repairs using approved materials and methods.
- Set up proper traffic control in accordance with MUTCD standards before beginning work.
- Document completed repairs and reported significant roadway issues to the Town Manager.

4.2 Snow Removal and Ice Control

- Monitor weather forecasts and prepare equipment and materials in advance.
- Apply salt or de-icing materials as directed.
- Operate snowplows and related equipment safely.
- Maintain accessibility of public roads, sidewalks (as assigned), and municipal facilities.
- Record material usage and hours worked.

4.3 Storm Sewer Maintenance Coordination

- Inspect visible storm drain inlets and catch basins for blockage.
- Clear minor debris when safe to do so.
- Submit service requests through 311 for issues requiring Prince George's County intervention.
- Maintain documentation of reported issues and follow up as necessary.

4.4 Buildings, Parks, and Grounds

- Perform minor building repairs including drywall patching and carpentry work.
- Maintain parks and grounds through mowing, trimming, tree care, and debris removal.
- Inspect playgrounds and park facilities for safety hazards and report concerns immediately.

5. Equipment Operation and Maintenance

5.1 Authorized Equipment

The Skilled Laborer may operate:

- Bobcat/skid steer
- Dump trucks
- Cement cutters
- Leaf collection machines
- Power washers/jets
- Other assigned vehicles and machinery

5.2 Operating Procedures



- Conduct pre-operation inspections (fluids, tires, safety systems).
- Report mechanical issues immediately.
- Operate equipment in accordance with manufacturer guidelines and safety standards.
- Secure equipment and vehicles after use.

5.3 Preventive Maintenance

- Assist with routine maintenance including cleaning, lubrication, and minor repairs.
 - Maintaining equipment logs as required.
-

6. Safety and Regulatory Compliance

- Utilize all required personal protective equipment (PPE).
 - Follow applicable standards from OSHA, DWD, MUTCD, and DOT.
 - Implement traffic control measures when working near roadways.
 - Follow confined space entry procedures when working in catch basins or similar environments.
 - Immediately report injuries, accidents, property damage, or unsafe conditions to the Town Manager.
-

7. Emergency Response and On-Call Duty

- Be available for emergency response during storms, flooding, snow events, or infrastructure failures.
 - Respond promptly to on-call notifications.
 - Assist police, fire, or other agencies as directed during emergencies.
 - Document emergency activities and actions taken.
-

8. Professional Conduct

- Maintain respectful and professional interactions with co-workers, residents, contractors, and public officials.
 - Address citizen concerns courteously and refer unresolved matters to the Town Manager.
 - Demonstrate reliability, accountability, and teamwork.
-

9. Technology and Training

- Utilize computer systems as required for communication, reporting, and service coordination.



- Participate in employer-provided training or formal coursework.
 - Stay current with evolving equipment, technology, and regulatory requirements.
-

10. Work Environment and Physical Requirements

The Skilled Laborer must be capable of:

- Working outdoors in extreme weather conditions.
- Working near moving traffic and operating heavy equipment.
- Performing physically demanding tasks include lifting up to 50 pounds regularly and up to 100 pounds with assistance.
- Working in confined spaces and noisy environments.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

11. Performance Standards

Performance will be evaluated based on:

- Quality and timeliness of work
 - Adherence to safety standards
 - Equipment care and operational efficiency
 - Responsiveness to emergencies
 - Professional conduct and teamwork
 - Reliability and attendance
-

12. Disclaimer

This SOP is intended to provide operational guidance and does not constitute an employment contract. Procedures may be revised as municipal needs, regulations, or operational requirements change.

Approved By: _____

Effective Date: _____

Review Date: _____