

POSITION DESCRIPTION

Class Title: Part Time Public Works Laborer
Department: Public Works
Location: City of Hawk Point Public Works Dept.
Date: 01/12/2021

GENERAL PURPOSE

Working 24 hours per week and under direct supervision, performs a variety of maintenance tasks related to the preservation and upkeep of City streets, buildings, garages, water and wastewater utilities, civic center, parks, public property and other duties directly or indirectly related to providing service to the community. Performs all duties in accordance with the City safety code and established safe work practices.

SUPERVISION RECEIVED

Works under the general supervision of the Public Works Maintenance Superintendent.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Operate maintenance vehicles/equipment such as pickup trucks, skid loader, backhoe, and lawn mowers in the general maintenance of City streets, parks, and other public grounds.

Assist in maintenance and care at all City parks and other public property, prune trees and shrubs, chip branches, and pick up leaves.

Plant, water and maintain landscaped areas consisting of bushes, trees, flowers, shrubs, and lawns.

Assist with the installing of street and traffic signs, and other street maintenance.

Perform winter road/sidewalk maintenance by plowing of snow from traveled ways and applies traction sand and deicing materials to compact snow and ice areas.

Attend safety related schools and workshops as directed.

Perform cleaning and general maintenance of City park facilities and other City buildings.

Operate power and hand tools in repair work, such as wrenches, shovels, rakes, power saws, rotary hammer drills, and related equipment.

Perform minor equipment and vehicle maintenance inspections such as greasing fittings, checking oil, transmission fluid, hydraulic fluid, and water.

Perform other related work as assigned by the Public Works Maintenance Superintendent.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES

- Must be 18 years of age.
- Valid Missouri State Driver License.
- To perform this job successfully, the person in this position must be able to perform each essential duty satisfactorily.
- Ability to use and operate construction equipment such as pick-up trucks, skid loaders, backhoes, mowing machines, and other maintenance equipment.
- Ability to communicate accurately and effectively with other City employees and the general public.
- Ability to perform manual labor duties for extended periods of time, often under adverse weather conditions.
- Ability to lift and maneuver objects up to 75 pounds.
- Knowledge of safe work practices.
- Ability to work independently in absence of supervision.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Completion of a standard high school program (basic math, reading, etc.) or equivalent.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Exposure to extremes of temperatures, other outdoor conditions and noxious fumes and odors when maintaining City equipment or property and performing other required activities.

Exposure to moderate hazards when operating heavy equipment or using power tools.

Works with oil, gasoline, diesel fuel, herbicides, paint, traffic control signs, trash, weeds, tree limbs, dirt, rock, sand and gravel.

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

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Public Works employees have contact with the public and therefore are required to maintain a professional appearance. Uniforms shall be clean and neat at the beginning of each workday. The physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check, pre-employment screenings; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT

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

Applicant Signature

Date

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