



General Employee

Supervisor: Public Works Director
Department: Public Works
EEO Category: Laborers and Helpers
FLSA Status: Non-Exempt (Full time or Part Time)
Date Approved: September 6, 2018

Purpose of Position

The General Employee in the Public Works Department provides manual labor throughout the city. Under the direction of the Public Works Director and a Crew Leader, this team member works primarily with landscaping, grass cutting and other beautification functions. In addition, this team member will help maintain the City's drainage ditches are cut to ensure property function.

Salary/Hourly Rate shall be determined based on experience and certification(s).

Responsibilities:

- Grass Cutting, trim trees, utilize trimming and edging equipment, maintain ditches, right of ways.
- Operate utility vehicles in performance of daily duties.
- Digs trenches, ditches and backfills and compacts areas dug.
- Works on street maintenance and construction crews.
- Smooths road shoulders with hand tools.
- Assists in the installing and repair of traffic signs; paints streets and curbs; assists in constructing and erecting barricades.
- Performs related work as required.

Education, Experience & Knowledge:

- Completion of High School or GED is preferred.
- Ability to learn the use of hand and power tools incidental to assigned tasks.
- Physical strength and agility sufficient to perform heavy manual labor for extended periods and at times under unfavorable weather conditions.
- Skill in the operation of assigned equipment and physical strength and agility to perform the work.
- Must show proficiency in operating assigned equipment.
- Physical ability required in working assigned task and ability to deal with others.
- Some experience in the area of work assigned sufficient to perform assigned tasks.
- Working knowledge of equipment, tools, material, and supplies used in building and ground maintenance.
- Working knowledge of equipment and supplies used to do minor repairs.
- Working knowledge of first aid and applicable safety precaution.
- Ability to work independently and to complete daily activities according to work schedule.
- Ability to use equipment and tools properly and safely.
- Physical ability required in working assigned tasks and ability to deal with others

- Ability to express ideas effectively, orally and in writing.
- Ability to establish and maintain effective working relationships with co-workers, department heads, elected officials and the general public.
- Ability to perform basic mathematical computations.
- Knowledge of English language including spelling, grammar, and punctuation.
- Excellent customer service skills.

Preferred License and Certification:

Valid driver's license is required and must be maintained. A CDL Class A or B is preferred.

Physical Requirements:

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

Physical requirements include occasional lifting/carrying of 50+ pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily outside.

Employee

Date

Supervisor

Date