



CITY OF VICTOR Job Description

Part-Time Public Works Laborer

Department: Public Works

FLSA Status: Non-exempt

Supervisor: Public Works Superintendent

Mission: To assist the City's Public Works Department maintain the City's parks, street and drainage infrastructure and all other infrastructure to ensure the health, safety, and welfare of the City's citizens and visitors.

CORE COMPETENCIES:

*Customer Service

- Work is performed with attention to detail and personal pride in the outcome
- Interacts with the public in a positive manner
- Interacts with co-workers, staff, and vendors in a positive manner
- Follows established protocol for prioritizing street maintenance and repair projects
- Displays ability to determine the necessary and timely response to street, signage and drainage needs
- Respectful of diversity among staff, locals, and visitors
- Performs tasks in a positive and upbeat manner
- Displays a professional and proficient demeanor while working
- Public Works employees are considered emergency service personnel; employees in this position are required, as a condition of employment, to be available to respond to emergency callouts within 30 minutes

*Teamwork

- Establishes and maintains effective, courteous and cooperative working relationships
- Willingly and cooperatively collaborates with all other City departments as needed
- Requests assistance when necessary
- Willingly takes a turn at the tasks nobody likes
- Does not disparage staff to other staff or the public
- Fills in for crew absences
- Resolves conflicts in a positive manner
- Participates in the training and orientation of new employees
- Observes chain of command
- Assists other departments and fellow PW employees when required or needed

*Communication

- Takes the time to respond to questions and concerns in a courteous, tactful, and helpful manner
- Demonstrates knowledge of the community, the organization and the department
- Keeps supervisor and co-workers informed of status of projects, equipment and facilities
- Communication of all types is polite and concise
- Demonstrates listening skills

*Work Ethic

- Complies with Employee Handbook, Council Policies and Codes

Shows up on time
Maintains regular and predictable attendance
Always acts in an ethical manner “even when no one is watching”
Responds timely to emergency callouts
Utilizes time and equipment efficiently and effectively
Completes tasks fully and with pride
Looks for ways to improve operations and discusses with supervisor
Represents the City in a positive manner
Works to get the job completed when necessary
Demonstrates ability to problem-solve unexpected situations
Adapts to changing priorities and methodologies

JOB COMPETENCIES:

***General Labor and Equipment Operation**

Performs a variety of semi-skilled tasks in the maintenance of parks, streets, parking lots, alleys, rights-of-way, city-owned property and buildings, and storm drainage systems.
Operates various light to heavy equipment in the maintenance and construction of city projects.
Operates all types of construction tools and equipment.
Performs heavy manual labor in the repair, construction, and maintenance of city property and buildings and other city projects.
Maintains regular and predictable attendance.
Operate hydraulic pumps, safety valves, and any other necessary mechanical components
Communicate any unsafe conditions or accidents/injuries in a timely manner to the supervisor in order to facilitate prompt correction or reporting
Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service
Obtains and maintains proficiency on all types of tools, equipment, vehicles and heavy equipment required to perform public works duties

***Maintenance & Repair**

Daily vehicle care and upkeep and recommendation to mechanic on repairs or maintenance required
City Hall, maintenance shop, parks, public restrooms, trails, and facilities and fields maintenance
Assist in park irrigation maintenance including heads, valves, PVC and poly pipe, wires, controllers and rain sensors
Mowing, weeding, fertilizing, planting, pruning, seeding
Sidewalks and pocket parks maintenance
Cleaning, trash removal, painting, carpentry, routine repairs

***Driving**

Maintains a good driving record.
Competently performs all driving functions in all conditions

***Safety**

Recognizes and reports unsafe conditions
Works safely to prevent at-fault accidents by using trench shore box, cones, fences, harnesses and all safety equipment required for the specific project
Complies with Drug-Free Workplace Policy

Complies with safety training guidelines
Follows oral and written instructions

***Care of Equipment**

Performs pre- and post-trip inspections on vehicles and equipment used each shift and advises mechanic of maintenance or repair requirements
Performs light maintenance on equipment and tools as needed
Follows established repair protocols
Organizes, uses, cleans, and stores tools to obtain and retain maximum value and efficiency
Follows established repair protocols

***TOOLS AND EQUIPMENT USED:**

Organizes, uses, cleans, and stores tools to obtain and retain maximum value and efficiency
Follows established repair protocols
Pick up, street sweeper, loader, grader, backhoe, snowplow, dump truck, man lift and mule
Hand and power tools, computer, cell phone, motorized vehicular equipment including tractor, zamboni, trucks and mowers

***KNOWLEDGE/ABILITIES:**

Ongoing participation in Confined Spaces training
Ongoing participation in Open Trench Safety program
Flagger certification desirable

***DESIRED MINIMUM QUALIFICATIONS:**

High School diploma or equivalent
Valid driver's License with good driving record
Class B C.D.L. preferred
1 year relevant experience
General knowledge of heavy equipment operation
Ability to sustain heavy physical exertion
Ability to work in confined spaces and at heights
Ability to perform work in adverse weather conditions
Ability to lift and carry 50 lbs

***ORIENTATION AND TRAINING PERIOD:**

6 months
1 year to achieve general competency

***WORKING ENVIRONMENT CHALLENGES:**

Environmental and mechanical hazards
Confined spaces and heights
Adverse weather conditions
Positions on the public works crew are considered emergency service personnel; **employees in this position are required, as a condition of employment,** to be available to respond to emergency phone calls within 30 minutes and to be on-site within one (1) hour.

*Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. This 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. The City of Victor is an Equal Opportunity and Affirmative Action Employer.