CITY OF GERING
Job Posting Notice

Job Title	**Summer Positions**
Department	**Parks, Pool, Cemetery, Water/Wastewater, Golf Maintenance, Streets, and Sanitation**
Grade Level	**Grade 1**
Posting Period	**February 29, 2016 (open until filled)**
Application Deadline	**Initial screening of applications will begin March 21, 2016. Applications may be returned to the City Administration Office located at 1025 P Street, Gering, NE 69341**
Job Description	**Available at City of Gering Administration Office**

City of Gering Job Applicant,

Please read and understand this statement before signing your job application.

Job Applications must be completed in their entirety ("see resume" is not sufficient) as this is the tool that will be used during the initial review in order to select applicants for interview. A resume may and should be completed and submitted with the job application.

The information provided in this job application must be true. False or misrepresented information will be sufficient cause for the application to be rejected (or cause for termination if discovered after employment).

You are authorizing the City of Gering to obtain information from previous employers, educational institutions and other parties to verify the accuracy of the information provided in this application. You are waiving all rights and claims you may have for seeking and using the information to evaluate the application.

This application will be used only for the position for which you are currently applying. If you wish to re-apply for another position, even if is the same classification, you must complete and submit a new application.

Thank you.

Human Resources

CITY OF GERING APPLICATION FOR EMPLOYMENT

Prospective employees will receive consideration without discrimination based on creed, color, sex, age, national origin, handicap, veteran status, sexual orientation, or any condition prescribed by state or local law.

Last Name First Middle Date

Street Address (physical and mailing) Home Telephone:

City State Zip Cellular Telephone:

Have you ever applied for employment with us? Date Available to Begin Work:

No Yes If yes, date:

Position Desired: Pay Expected:

Apart from absence for religious observance, what hours are you available?

☐ Full-Time ☐ Seasonal

☐ Part-Time ☐ Overtime (if requested)

Are you legally eligible for employment in the United States? Yes No

Have you ever been bonded? ☐ No ☐ Yes

Membership in professional and civic organizations (Exclude those that may disclose your race, color, religion, age, or national origin.

Other special training or skills (languages., machine operations, etc.), special accomplishments or awards

School	Name of School	Location of School	Course of Study	Did you Graduate	Years Completed	Degree or Diploma
High School						
Business/Trade/ Technical						
College						
Graduate						

MILITARY Did you serve in the U.S. Armed Forces? ☐ Yes ☐ No If "Yes", in what Branch?

Describe any training received relevant to the position for which you are applying:

References we may contact:

Name Years known Telephone Business

Name Years known Telephone Business

Name Years known Telephone Business

EMPLOYMENT Please give accurate, complete, full-time and part-time employment records. Start with your present or most recent.

Company Name		Telephone:	
Address		Starting Pay:	
Supervisor's Name		Ending Pay:	
Job Title:		Employment Dates:	
Describe Your Work:		From:	
		To:	
Reason for Leaving:			

Company Name		Telephone:	
Address		Starting Pay:	
Supervisor's Name		Ending Pay:	
Job Title:		Employment Dates:	
Describe Your Work:		From:	
		To:	
Reason for Leaving:			

Company Name		Telephone:	
Address		Starting Pay:	
Supervisor's Name		Ending Pay:	
Job Title:		Employment Dates:	
Describe Your Work:		From:	
		To:	
Reason for Leaving:			

We may contact the employers listed above unless you indicate those you do not want us to contact.

Do Not Contact: Employer: _____

Reason: _____

Please read and understand this statement before signing your application:

The information provided in this Application for Employment is true. False, incomplete, or misrepresented information will be sufficient cause for my application to be rejected, or, if discovered after employment, cause for immediate termination of my employment.

I authorize the employer to obtain information about me from previous employers, educational institutions, and other parties to verify the accuracy of information in this application, a related employment resume, or personal interview. I waive all rights and claims I may otherwise have against the employer or its representatives, for seeking, and using information to evaluate my employment request and all other persons who provide information for this purpose.

This application will expire in 30 days. Unless otherwise notified, I understand that my status as an applicant will end. I may re-apply for employment in the future by completing a new application.

This application is not an employment agreement. If I accept an offer of employment I understand the employer may terminate my employment at any time, with or without cause and without prior notice, unless required by law. I understand that no one, other than an executive officer of the employer, has authority to enter into any employment agreement with terms contrary to the foregoing and then only in writing signed by such officer.

I accept all terms and conditions in the above statement.

_____ _____

Signature Date

Please return to City of Gering Administration Offices, 1025 P Street, Gering, NE 69341 Fax: 308-436-6899

POSITION DESCRIPTION

Class Title:	**Park Laborer I**	Grade Number:	1
Department:	Parks	Date:	August, 2010
Status:	Non-Exempt	Safety Sensitive:	Yes

GENERAL PURPOSE

Performs a variety of semi-skilled tasks to assist in the overall maintenance of public grounds, buildings and equipment.

SUPERVISION RECEIVED

Works under the immediate supervision of the Parks Caretaker.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Must be able to operate riding and push mowers and string trimmers.

Able to perform minor maintenance on equipment such as checking oil and fluid levels and sharpen blades.

Maintain athletic fields.

Clean restrooms, haul trash, plant trees, flowers and shrubs.

Fertilize, spray and water trees, flowers and shrubs.

Some heavy physical labor is involved such as digging, sod work, concrete and planting big trees.

Help in building new buildings, painting, installation and repairs of sprinklers, cleaning shop and vehicles.

Assist in work on miscellaneous projects such as building picnic tables and playground equipment.

Ability to perform job duties under adverse conditions, within the limits of personal safety.

Ability to work effectively with others.

Ability to understand and carry out oral and written instructions.

Ability to operate various power tools and equipment.

PERIPHERAL DUTIES

Serves as a member of various employee committees, as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) No previous training or experience is required.

Necessary Knowledge, Skills and Abilities:

(A) Ability to lift heavy objects and to work under adverse weather conditions, within the limits of personal safety.
(B) Ability to understand and carry out written and oral instructions.
(C) Ability to operate simple equipment and to perform routine building operation and maintenance tasks.
(D) Ability to establish and maintain effective working relationships with associates, supervisors, and the public.

SPECIAL REQUIREMENTS

(A) Valid state driver's license.

TOOLS AND EQUIPMENT USED

Pickup truck, lawn and landscaping equipment, including tractors, mowers, airifier, chainsaw, edgers, weed trimmers, electric motors, pumps, sprinklers, irrigation systems; miscellaneous hand and power tools for turf maintenance, carpentry, painting, plumbing, electrical, and cement finishing work; swimming pool equipment including chlorination system, pumps, boiler, valves, filtration devices, gauges, etc; janitorial equipment including floor buffers, steam cleaner, carpet cleaners, washers, vacuums, mops, brooms, and dusting equipment.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle,

feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 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.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; 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 a 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.

POSITION DESCRIPTION

Class Title:	**Pool Manager**	Grade Number: 5	
Department:	Pool	Date: August, 2010	
Status:	Non-Exempt	Safety Sensitive: Yes	

GENERAL PURPOSE

Performs administrative, supervisory and professional work in the operation and maintenance of a swimming pool and in coordinating various aquatics programs.

SUPERVISION RECEIVED

Works under the general supervision of the Parks and Recreation Director.

SUPERVISION EXERCISED

Supervises recreation specialists, part-time recreation staff, lifeguards, instructors, seasonal employees, maintenance staff and volunteers, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff reviews progress and directs changes as needed.

Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Provides professional advice to supervisors; makes presentations to supervisors, boards, commissions, civic groups and the general public.

Communicates official plans, policies and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Maintains harmony among workers and resolves grievances; Performs or assists subordinates in performing duties; adjusts errors and complaints.

Prepares a variety of studies, reports and related information for decision-making purposes. Prepares attendance, accident and routine accounting reports.

Coordinates staff in the development and implementation of aquatics programs.

Directs the patrolling of the pool and the enforcement of safety rules and regulations.

Supervises classes, workshops and activities for persons engaged in aquatics programs and co-sponsored programs.

Schedules and runs various aquatics competitions throughout the year.

Performs a variety of miscellaneous duties such as answering phone, typing correspondence, running errands, picking up supplies needed for activities, conducting classes, selling tickets, collecting fees, officiating at meets; making arrangements for rental and use of pool, helping set up for classes, events, etc.

Responds to public inquiries about aquatics programs made by telephone, correspondence, or during public meetings.

Prepares for publication a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding aquatics programs.

Coordinates, schedules and maintains related records and statistics for programs and personnel at the swimming pool.

Promotes interest and provides information regarding aquatics programs to school officials, other recreation officials, community service groups, other departments, and the general public.

Oversees the maintenance of the swimming pool. Monitors and maintains pool filtration system. Monitors pool water chemistry through testing of water samples. Adjusts chemistry as needed to maintain standards.

PERIPHERAL DUTIES

Works as a lifeguard as needed.

Serves as a member of various employee committees, as assigned.

Assists in the planning and management of any concession related activities, including design, layout, operation, inventory, contracting and staffing.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from a four-year college or university with a degree in recreation or a closely related field.
(B) Two years recreation experience including community center programming; or
(C) An equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

(A) Considerable knowledge of recreation philosophy, planning and administration; Considerable knowledge of the equipment, facilities, operations and techniques used in a comprehensive community recreation program;
(B) Skill in operation of listed tools and equipment; Skill in First Aid and CPR.
(C) Ability to develop, coordinate, and direct varied activities involved in a community recreation program.
(D) Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public.
(E) Ability to communicate effectively orally and in writing.
(F) Ability to plan and supervise the work of paid staff and volunteers.

SPECIAL REQUIREMENTS

Pool Operator's certification.
First Aid and CPR certification.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing software; calculator; copy and fax machine; phone; mobile or portable radio; automobile.

PHYSICAL DEMANDS

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.

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

The employee must occasionally lift and/or move up to *50* pounds. Specific vision abilities

required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

SELECTION GUDELINES

Formal application, rating of education and experience; oral interview and reference check; 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 a 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.

POSITION DESCRIPTION

Class Title:	**Assistant Pool Manager**	Grade Number:	3
Department:	Pool	Date:	August, 2010
Status:	Non-Exempt	Safety Sensitive:	Yes

GENERAL PURPOSE

This is seasonal supervisory work concerned with the functions and operations of the City swimming pool.

SUPERVISION RECEIVED

Works under the general supervision of the Pool Manager and, on occasion, the City Administrator and/or Parks and Recreation Director.

SUPERVISION EXERCISED

Supervises lifeguards in the absence of the Pool Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists with all City swimming pool operations.

Assists with and may be responsible for opening and/or closing of the City swimming pool.

Rescues bathers in distress.

May serve as bath house attendant.

May act as the Pool Manager in his or her absence.

Assists with examinations of water samples for chemical content.

Applies resuscitating methods and administers first aid as required.

PERIPHERAL DUTIES

Works as a lifeguard as needed.

DESIRED QUALIFICATIONS

Education and Experience:

(A) One season of experience in a supervisory capacity in the operation of a public or private swimming pool

Necessary Knowledge, Skills and Abilities:

(A) Knowledge of the operation of a swimming pool, including chemical treatment and filtration, lifesaving, first aid and safety hazards, the handling of patrons and the maintenance of sanitation standards.
(B) Knowledge of water rescue methods and related first aid procedures.
(C) Skill in swimming, lifesaving and first aid.
(D) Possession of the physical strength and agility required to perform rescue work.
(E) Ability to supervise the operation of the City swimming pool
(F) Ability to maintain routine records.
(G) Ability to maintain good public relations with patrons and associates.
(H) Ability to cope with situations firmly, courteously, tactfully and with the respect and for the rights of others.

SPECIAL REQUIREMENTS

First Aid and CPR certification.

Completion of a water safety instruction course.

Possession of the Red Cross Senior Life Saving Certificate and completion of the Red Cross Standard First Aid Course.

Ability to pass such prescribed tests as may be given under the auspices of the City.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing software; calculator; copy and fax machine; phone; mobile or portable radio; automobile.

PHYSICAL DEMANDS

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.

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

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; 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 a logical assignment to the position.

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Effective Date:

POSITION DESCRIPTION

Class Title:	**Lifeguard/Instructor**	Grade Number:	1
Department:	Pool	Date:	August, 2010
Status:	Non-Exempt	Safety Sensitive:	Yes

GENERAL PURPOSE

Performs routine public contact and safety work in teaching swimming lessons and serving as a pool lifeguard.

SUPERVISION RECEIVED

Works under the general supervision of the Pool Supervisor.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Teaches swimming lessons according to a prescribed routine and curriculum.

Tests program participants for swimming skill levels; passes participants for participation in more advanced classes.

Monitors the use of the swimming pool; enforces safety rules.

Patrols the swimming pool and aquatics facility.

Assists in implementing various aquatics competitions throughout the year.

Performs a variety of miscellaneous duties such as answering phone, running errands, picking up supplies needed for activities, conducting classes, selling tickets, collecting fees, helping set up for classes, events, etc.

Responds to public inquiries about aquatics programs made by telephone, correspondence, or during public meetings.

Maintains related records and statistics for various aquatics programs.

Assists in the maintenance of the swimming pool. Monitors and maintains pool filtration system.

Monitors pool water chemistry through testing of water samples. Adjusts chemistry as needed to maintain standards.

PERIPHERAL DUTIES

Officiates at swimming meets.

Serves as a member of various employee committees, as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Completed at least 10 years of high school or currently attending high school or college.

(B) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

(A) Working knowledge of the equipment, facilities, operations and techniques used in a comprehensive aquatics program.

(B) Skill in operation of listed tools and equipment; Skill in First Aid and CPR.

(C) Ability to effectively teach swimming lesson.

(D) Ability to effectively enforce safety and health regulations relating to an aquatics program.

(E) Ability to establish and maintain effective working relationships with employees, supervisors, participants, instructors, and the general public.

(F) Ability to communicate effectively orally. (G) Ability to give and understand oral instructions.

SPECIAL REQUIREMENTS

First Aid and CPR certification.
Water Safety Instructor's (WSI) certificate.

TOOLS AND EQUIPMENT USED

Various hand tools used in the maintenance of swimming pool equipment; pool testing equipment; phone.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is frequently required to swim, walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance.

The employee must occasionally lift and/or move over 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; 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 a 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.

POSITION DESCRIPTION

Class Title:	Pool Cashier	Grade Number: 1
Department:	Pool	Date: August, 2010
Status:	Non-Exempt	Safety Sensitive: No

GENERAL PURPOSE

Performs routine cashiering in the collecting of pool fees.

SUPERVISION RECEIVED

Works under the general supervision of the Pool Manager.

SUPERVISION EXERCISED

Generally none.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Collects pool fees and other payments made to the pool.

Maintains list of pool memberships.

Receives telephone calls and citizen visits concerning the swimming pool; handles questions; and responds to citizen's complaints.

Performs routine cleaning of facility, including bathrooms.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Must be 16 years of age.

Necessary Knowledge, Skills and Abilities:

(A) Working knowledge of cash register.
(B) Skills in operating listed tools and equipment.
(C) Ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to establish successful working relationships; ability to work under pressure and/or frequent interruptions.

SPECIAL REQUIREMENTS

None.

TOOLS AND EQUIPMENT USED

Cash register, 10-key calculator, and phone.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is frequently required to stand, sit , talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

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

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; 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 a logical assignment to the position.

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POSITION DESCRIPTION

Class Title:	**Laborer I**	Grade Number: 1	
Department:	Sanitation	Date: August, 2010	
Status:	Non-Exempt	Safety Sensitive: Yes	

GENERAL PURPOSE

Performs a variety of tasks in the maintenance & grounds upkeep of the landfill property.

SUPERVISION RECEIVED

Works under the immediate supervision of the Director of Environmental Services or Sanitation Coordinator.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Cleans and picks up debris along fences and composting windrows.
May need to assist in washing various landfill equipment.
Performs maintenance and repair functions on trash containers and assists where needed.
Performs snow removal around bailer building walkways.
Does routine maintenance on tractor, lawn mowers, weed eaters, and golf carts.
Operates a small tractor or mower as needed
Performs related work as required.
Assists with recycling.
Assists with cleaning and washing bailer building.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from high school education or GED equivalent, and
(B) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

(A) Ability to operate various power equipment.
(B) Ability to communicate effectively verbally and in writing.
(C) Ability to establish and maintain effective working relationships with employees, other departments and the public.
(D) Ability to perform job duties under adverse conditions, within the limits of personal safety.
(E) Ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS

Valid State driver's license.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including pickup truck, saws, pumps, compressors, generators, common hand and power tools, shovels, wrenches detection devices, Mobil radio, phone, lawn mowers, golf cart, weed eater and weed burner.

PHYSICAL DEMANDS

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

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

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibrations. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; 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 a logical assignment to the position.

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

POSITION DESCRIPTION

Class Title:	**Laborer I**	Grade Number:	1
Department:	Water/Wastewater	Date:	August, 2010
Status:	Non-Exempt	Safety Sensitive:	Yes

GENERAL PURPOSE

Performs a variety of unskilled or semi-skilled maintenance work, and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of City water and sewer facilities and systems.

SUPERVISION RECEIVED

Works under the immediate supervision of the Water/Wastewater Superintendent.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Inspects and/or repairs booster pumping stations, reservoir, meters, water and sewer system at frequent intervals to insure that all aspects of the systems are functioning properly.

Maintains a variety of records relating to inspections, maintenance activity, water supply, consumption, etc.

Determines the locations of gas, telephone, power, television, water and sewer lines from the appropriate sources prior to excavation.

Responds to complaints regarding water leaks, pressure loss or no water; evaluates situation; explains findings to supervisor.

Contacts residents and business owners in area where services will be discontinued and -explains when services will be shut off and how soon it will be turned back on.

Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.

Drives trucks of various sizes and weights in the loading, hauling and unloading of various equipment, gravel and sand.

Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.

Turns on and off water as directed by Utility Office, reads water meters and installs remote reading devices.

Performs all duties in conformance to appropriate safety and security standards.

Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying and backfilling.

Cuts, fits, lays, repairs, taps, cleans and flushes water mains, pipe, gates and fittings on repair of mains and services and installation of services, fire hydrants and drinking fountains; assists in shutting off broken sections of water mains.

Services water supply, sewer lift and other pumps.

Operates a variety of power construction and maintenance equipment used in the water and sewer department.

PERIPHERAL DUTIES

Serves on various employee or other committees as assigned.

DESIRED Ml1NIMIJM QUALIFICATIONS

Education and Experience:

(A) Graduation from high school education or GED equivalent, and
(B) Any equivalent combination of education and experience. Necessary knowledge,

Necessary Knowledge, Skills and Abilities:

(A) Some knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities.
(B) Skill in operation of some of the listed tools and equipment.
(C) Ability to perform heavy manual tasks for extended periods of time.
(D) Ability to work safely.
(E) Ability to communicate effectively verbally and in writing.
(F) Ability to establish and maintain effective working relationships with employees, other departments and the public.
(G) Ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS

Valid State driver's license and CDL certification required after first six months, or ability to obtain one.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, tamper, plate compactor, saws, pumps, aeroil propane kettle, compressors, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch.

PHYSICAL DEMANDS

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.

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

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 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.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an. employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in - high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; 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 a 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.