

The Town of Signal Mountain
Is Accepting Applications For The Position Of
Public Works Laborers

The starting pay is \$11.55/hour, as well as competitive fringe benefits. A physical & drug screen are required. Applications may be obtained & will be accepted between the hours of 8:00 am & 4:30 pm, Monday through Friday, at Town Hall, 1111 Ridgeway Avenue, Signal Mountain TN 37377. Please call 423-886-2177 or 423-886-6367 for more information. Applications will be accepted until Friday, July 22, 2016. The Town of Signal Mountain is an equal opportunity employer & a drug-free workplace.

**Town of Signal Mountain
Position Description**

**Title: Laborer
Division/Department: Public Works**

Purpose:

Employee is responsible for maintenance and construction tasks of an unskilled or semi-skilled nature. This position is under the supervision of the Street and Sanitation Supervisor and the Street Foreman.

Essential Functions of the Job:

Essential functions are fundamental job duties. They do not include marginal tasks, which are also performed but are not incidental to the primary functions. The omissions of specific statements of duties do not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the job necessarily perform every duty listed.

Works to maintain town streets, drainage ways, and town properties; load and unload dirt or gravel; dig ditches; assist in laying concrete, brick, and block.

Remove leaves, brush and other debris from streets, drainage ways, rights-of-way and other town properties.

Clean and maintain equipment and tools; maintain street signs.

Direct traffic around construction sites.

Collect backdoor garbage at necessary sites.

Perform other duties as assigned.

Required Knowledge, Skills and Abilities:

Knowledge of departmental functions, procedures and garbage routes.

Knowledge of materials and equipment used in general maintenance and garbage collection.

Knowledge of occupational hazards, standards, and safety precautions.

Ability to carry out routine written and oral instructions.

Ability to perform heavy manual labor for extended period under unfavorable climatic conditions.

Equipment:

Pickup truck, jackhammer, saws, rakes and other general construction maintenance equipment.

Educational Requirements:

Partial high school education and the ability to read, write, and speak a minimum amount of English to perform job.

Experience Required:

Less than 1 year.

Problem Solving Requirements:

Carry out routine tasks that require a sequence of steps usually performed in a standardized way.

Writing Skills Required:

Write standard documentation using established formats, or document work performed, actions taken or results by writing one or two brief sentences.

Speaking/Presentation Skills Required:

Answer questions with a brief response or provide standard information to citizens, visitors, callers, supervisors or other employees.

Job Related Communication:

Within the department - daily

With employees in other departments – daily

With employees in other organizations - monthly

With the public – daily

Planning and Scheduling:

None – all activities are established by others.

Difficulty of Work:

Work involves following a variety of routine tasks performed in accordance with established and prescribed procedures.

Assignment of Work:

Detailed instruction before tasks or duty begins.

Effects of Work Errors:

Errors are readily detected in normal course of work by standard check resulting in little or no difficulty in loss of time to correct.

Working Conditions:

On average 50% standing, 40% walking, and 10% sitting. Approximately 60 lbs. or more may be required lifting.

Lifting frequency – very frequent

Bending – very frequent

Pushing and/or pulling loads - frequent

Reaching over head - some

PUBLIC WORKS LABORER-SANITATION COLLECTOR

Kneeling - some
Crawling - some
Climbing ladders - some

Mental/Visual Effort:

Typing/CRT - none
Attention to detail - frequent
Monitoring equipment – very frequent
Detailed inspection - none
Transcription/proofreading - none

Adverse Conditions:

Exposure to temperature extremes – very frequent
Dangerous equipment - frequent
Chemicals - some
Noise - frequent
Physical effort/risk – frequent

Rev. 12/17/10