

**POST**

## NOTICE

The City of Martinsburg Public Works Department has an immediate opening for the position of:

### **Public Works Laborer**

Pay Grade	7
Pay Range	\$23,158-\$33,579

Any employee interested in the position should file an Application for Employment with the Human Resource Director on or before **5PM Friday, September 2, 2011**

### **EDUCATIONAL EXPERIENCE/SKILLS REQUIRED**

**See attached job description for complete description of duties and requirements.**

Graduation from high school or GED equivalent. Some knowledge of equipment, methods and procedures used in Public Works jobs and other manual work assignments. Skill in operation of various tools and equipment. Ability to work safely. Ability to establish and maintain effective working relationships with employees and others departments and the public. Ability to understand and carry out written and oral instruction.

A valid West Virginia driver's license is required for the position with maintenance of the license and certification mandatory to remain in this position.

  
Mark S. Baldwin, City Manager

PAY GRADE: 7

**CITY OF MARTINSBURG  
PUBLIC WORKS LABORER**

**GENERAL DEFINITION**

Performs a variety of unskilled and semi-skilled work, and operates a variety of smaller equipment, within the daily operation of the Public Works Department.

Works under the immediate supervision of the Public Works Superintendent.

**TYPICAL EXAMPLES OF WORK**

Performs manual laborer tasks for the various needs of the department operations. Assists with the collection of garbage on a designated route, picking up solid waste containers, including recyclables or yard waste as assigned, and depositing the containers into a collection vehicle, and returning containers to the prescribed area.

Makes special collections as assigned using smaller collection vehicles.

Performs duties as flagman when City crews work in the public right-of-way.

Observes surrounding conditions such as citizens, equipment, property, etc. in order to assure that solid waste is collected in a safe manner; regulates traffic in hazardous conditions in order to assure safety conditions for the collection personnel and the general public.

Assists vehicle drivers with backing equipment whenever equipment is moved in reverse. Serves as a helper using various power equipment.

Washes vehicles and equipment.

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

Responds to complaints at the curb; resolves complaints within scope of authority; explains actions to supervisor.

Performs all duties in conformance to appropriate safety and security standards. May occasionally be required to perform "shop" duties such as assisting mechanics, sweeping floors and streets, shoveling snow, etc. using shovels, picks, rakes on City construction projects.

Assists in carpenter work, masonry work and concrete work. Digs drainage ditches, cleans out culverts and repairs roads/streets. Mixes mortar with shovel or hoe using correct amounts of water, cement and sand, pours footers and handles brick and block for building.

Pushes wheelbarrow to move dirt, sand, stone, asphalt, debris and any other material as assigned.

Cuts grass with push power mower or other special equipment, cuts hedges, rakes leaves and assists with various clean-up work.

Loads and unloads heavy material from trucks and vans. Moves or aids in moving heavy boxes or equipment and other bulky objects. Assist tree trimming crews with brush removal.

Performs related work as required.

### **SUPERVISION EXERCISED**

None

### **WORK ENVIRONMENT**

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 is exposed to fumes or airborne particles, toxic or caustic chemicals.

Employee is required to use or operate the following: light motorized vehicles and equipment, including common hand and power tools, pitch fork, rakes, shovels, wheelbarrows, wrenches, mobile or portable radio.

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

The noise level in the work environment is usually loud.

### **CONFIDENTIALITY**

None

### **HUMAN RELATIONS**

Employee must be polite and courteous when dealing with the public. A laborer is a representative of the City.

### **PHYSICAL EFFORT**

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, walk, sit, climb and balance, stoop, kneel, crouch, crawl and smell.

The employee must constantly lift and/or move up to 65 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.

### **HAZARDS OF WORK**

Employee is exposed to heavy lifting while handling garbage and recyclables and performing other duties while working in public right-of-way. Moving in and around traffic is hazardous and dangerous. Use of manual and power tools may be hazardous if used improperly. Working outside in all types of weather may be hazardous. Employee must use all safety issued equipment properly in the performance of the duties of this position, improper neglectful use add a hazard to the job being performed.

### **EDUCATION, SKILLS AND EXPERIENCE REQUIRED TO PERFORM DUTIES**

Graduation from high school or GED equivalent preferred, or any combination of education and experience. Some knowledge of equipment, methods and procedures used in Public Works jobs, and other manual work assignments. Skill in operation of some of the various tools and equipment. Ability to perform heavy manual tasks for extended periods of time; Ability to work safely; Ability to establish and maintain effective working relationships with employees, supervisors and the public; Ability to understand and carry out written and oral instructions.

### **SPECIAL LICENSE OR CERTIFICATE REQUIRED**

A Valid West Virginia Driver's license is required before hiring. Drivers license must be maintained to continue in the job.