

City of Bloomingdale, Georgia – JOB DESCRIPTION

Public Works Laborer

Department: Public Works
Reports To: Public Works Supervisor
FLSA Status: Non-exempt (eligible for overtime pay)

POSITION SUMMARY

Public Works Laborer is a non-exempt position under FLSA. The Public Works Department is responsible for the maintenance of City facilities, roads, streets, and other areas of designated right of way. This position is responsible for assisting in the general maintenance and cleaning in an assigned city department or area as well as making minor equipment and facility repairs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists with road construction and street cleaning;
- Loads and unloads items such as stone, gravel, dirt, asphalt, pipe, timber and heavy mechanical equipment;
- Assists in semi-skilled work by handling tools, carrying or lifting lumber, mixing or placing cement and asphalt concrete, performing simple repairs or running errands;
- Performs a variety of other heavy manual work in connection with maintenance of streets, roads and facilities;
- Collects and disposes of debris, trash, etc. caused by job;
- Cuts grass around public buildings and right-of-ways;
- Operates weed eater and other grounds maintenance equipment;
- Maintains equipment;
- Assists the Water & Sewer Department as needed;
- May be required for after-hours work and events as needed;
- Performs other related duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- Requires a High School Diploma or equivalent.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of materials commonly used in construction, maintenance and repair activities as related to assigned areas;
- Ability to use simple hand tools;
- Ability to operate trucks and other maintenance equipment such as mowers, chain saws, hedge trimmers, paint spray gun, hand tools, hand and power saws;
- Ability to follow written and/or verbal job assignments and/or crew assignments;
- Ability to obtain a valid CDL license with proper endorsements as required or necessary;
- Ability to perform routine, repetitive tasks on a continuous basis;
- Ability to exert continuous physical effort including frequent bending, walking, manipulating and heavy lifting of equipment.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

- Requires a valid Georgia Driver's License.

PHYSICAL DEMANDS

The work requires heavy lifting, climbing, crawling, crouching, feeling, grasping, handling, hearing, pushing, pulling, reaching, speaking, standing for a long period of time, talking, visual activity and walking for a long period of time.

The employee frequently lifts light objects and uses tools or equipment requiring dexterity.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

- Requires a valid Georgia Driver's License.

SALARY & BENEFITS

- Starting rate of \$15.00 per hour;
- Employer paid health, dental and vision insurance for the Employee (Estimated value of \$15,000.00);
- Employer paid dental and vision insurance for the Employee's family;
- Employer paid retirement contribution on behalf of the Employee;

The City of Bloomingdale is an Equal Opportunity Employer.

Applications for Employment can be found on the City's website www.bloomingdale-ga.gov/employment or picked up at City Hall located at #8 W. Hwy 80, Bloomingdale, GA, Monday- Friday from 8:00 A.M. to 5:00 P.M.

Completed applications can be submitted at City Hall during regular business hours, by email to gsaxon@bloomingdale-ga.gov, or by U.S. mail to:

City of Bloomingdale
P.O. Box 216
Bloomingdale, GA 31302