



Town of Wytheville

Job Opening

Job Title: **Laborer I – Public Works** (Full-Time, with Generous Benefits Package; 3 Positions)

ANTICIPATED SALARY RANGE: \$31,200 to \$34,800. Actual compensation will be DOE/DOQ.
FLSA Designation: Non-Exempt.

DEPARTMENT: Public Works

POSTED: 11/29/2023

POSITION SUMMARY: The **Laborer I – Public Works** position performs a variety of unskilled or semi-skilled maintenance work, and operates a variety of equipment, in the construction, operation, repair, maintenance, landscape, mowing, weed eating, leaf collection, refuse collection, and replacement of Town streets and storm drainage facilities and systems.

➔ **A detailed Position Description is attached and may also be found on the Town of Wytheville's Employment Opportunities webpage at <https://www.wytheville.org/employment>.**

REQUIRED MINIMUM QUALIFICATIONS: High school diploma or GED equivalent, and at least six months of directly related experience, OR, any equivalent combination of education and experience may be considered. Some knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities. Skill in operation of some of the listed tools and equipment. Ability to perform heavy manual tasks for extended periods of time. Ability to perform work under varying climatic conditions. Ability to understand and follow specific oral instructions from supervisor. Ability to work while adhering to established safety protocols at all times. Ability to comply with Department and Town of Wytheville policies and procedures. Ability to work a varied work schedule sometimes outside of normal working hours, as may be required. Ability to establish and maintain effective working relationships with employees, other departments and the public. Must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.

Special Requirements: Valid State Driver's license required and must be maintained in good standing at all times. Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or Town-wide emergencies. ***Please refer to the Position Description for additional Required Minimum Qualifications.***

HOW TO APPLY: Applicants must complete an Employment Application to be considered for a Town job opening. Employment applications are available online at <https://www.wytheville.org/docs/general/employment-application.pdf>, or by visiting the Lobby of the Town Municipal Building at 150 E. Monroe St., Wytheville, VA. Please submit completed applications via email to: human.resources@wytheville.org, in person, or by USPS mail to: Department of Human Resources, Town of Wytheville, P.O. Box 533, Wytheville, VA 24382.

CLOSING DATE: Positions are posted open until filled. Review of applications begins immediately and will continue until the positions are filled or the posting is cancelled.

The Town of Wytheville is an Equal Opportunity Employer

POSITION DESCRIPTION

Class Title: Laborer I - Public Works

Department: Public Works

FLSA Designation: Non-Exempt

Worker's Comp Group No.: 054

Effective Date: November 28, 2023

GENERAL PURPOSE

Performs a variety of unskilled or semi-skilled maintenance work, and operates a variety of equipment, in the construction, operation, repair, maintenance, landscape, mowing, weed eating, leaf collection, refuse collection and replacement of Town streets and storm drainage facilities and systems.

SUPERVISION RECEIVED

Works under the direct supervision of a unit supervisor, such as Street Maintenance Supervisor, Street Construction Supervisor, Maintenance Supervisor or a Crew Leader.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs labor involved in construction and maintenance projects, often as part of a crew. Examples include but are not limited to: Digs and backfills trenches and ditches; assists in installing pipes; cleans catch basins, manholes, and sewer lines, picks up paper and debris on public property and streets; cleans gutters, rakes and spreads asphalt, or patches holes; and assists with setting up forms and pouring concrete... including pavement cutting, ditch digging, and backfilling.
- Performs brush and leaf cleanup, snow removal, trash and refuse collection, street cleaning, mowing, weed eating, tree-trimming and other duties.
- Operates light and medium-sized construction, maintenance and power equipment, such as mechanized brooms, mowers, tampers, etc. used in Public Works.
- Drives trucks of various sizes and weights and loads, hauls and unloads various tools and equipment, refuse, gravel, sand, dirt, and other materials as may be used in Public Works.
- Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
- Performs routine inspections and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.
- Performs all duties in conformance to appropriate safety and security standards.
- Assists in the training of other employees to increase their skills, such as in the maintenance, construction and repair of street and storm drainage facilities.
- Complies with Department and Town of Wytheville policies and procedures.
- Performs other duties as may be assigned.

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience:

High school diploma or GED equivalent, and at least six months of directly related experience, OR, any equivalent combination of education and experience may be considered.

Preferred Experience: At least two (2) years of recent experience relating to construction, maintenance, or repair.

Necessary Knowledge, Skills, and Abilities:

Some knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities.

Skill in operation of some of the listed tools and equipment.

Ability to perform heavy manual tasks for extended periods of time.

Ability to perform work under varying climatic conditions.

Ability to understand and follow specific oral instructions from supervisor.

Ability to understand and carry out written and oral instructions.

Ability to work while adhering to established safety protocols at all times.

Ability to comply with Department and Town of Wytheville policies and procedures.

Ability to work a varied work schedule sometimes outside of normal working hours, as may be required.

Ability to establish and maintain effective working relationships with employees, other departments and the public.

Special Requirements:

Valid State Driver's license required, and must be maintained in good standing at all times. Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or Town-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

Preferred: CDL certification preferred, or ability to obtain one.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, street sweeper, jetter/inductor truck, street roller, manlift, tamper, plate compactor, saws, pumps, aeroil propane kettle, compressors, sanders, generators, common hand and power tools, shovels, wrenches, mobile radio, phone, ditch witch, and mowing equipment such as lawn mowers and weed eaters.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment 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.

Physical Demands: 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: 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; criminal background investigations; driving records; 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.

Signature: _____ Approval: _____ Date: _____
Department Head Town Manager

Revision History: 10/1/1994, 10/29/2013, 7/14/2020

Employee Signature: _____ Date: _____