



Town of Wytheville

Job Opening

Job Title: Laborer I (Full-Time with Benefits)

ANTICIPATED STARTING SALARY: \$31,200.00 To \$35,360.00 DOE/DOQ

POSTED: 05/09/2024

The Town of Wytheville participates in the Virginia Retirement System.

DEPARTMENT: Public Utilities & Engineering

FLSA DESIGNATION: Non-Exempt

POSITION SUMMARY: The Laborer I performs a variety of semi-skilled maintenance work, and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of Town water and sewer systems. 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. Drives trucks of various sizes and weights in the loading, hauling and unloading of various equipment, gravel and sand.

➔ **A Position Description is attached.**

REQUIRED MINIMUM QUALIFICATIONS: High school diploma or GED equivalent, and at least six months of directly related experience. Preferred Experience: At least two (2) years of recent experience relating to construction, maintenance, or repair. *Any equivalent combination of education and experience may be considered. Valid State Driver's license required and kept in good standing at all times. Employees may be expected to work hours more than 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. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.

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 to the Department of Human Resources located at 150 E. Monroe Street. Please call 276-223-3341 with any questions related to this posting.

CLOSING DATE: Position is open until filled. Review of applications begins immediately and will continue until the position is filled or the posting is cancelled.

The Town of Wytheville is an Equal Opportunity Employer

JOB DESCRIPTION

CLASS TITLE: LABORER I

Department: Public Utilities & Engineering
FLSA Designation: Non-Exempt
Worker's Comp Group No.: 054
Effective Date: May 8, 2024

GENERAL PURPOSE

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

SUPERVISION RECEIVED

Works under the close supervision of the Water/Sewer Supervisor.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks, as assigned.

- 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.
- Operates light and medium-sized construction and power equipment, such as mechanized broom and tampers.
- 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.
- Assists in the training of lower level employees to increase their skills in the maintenance, construction and repair of water and sewer system.
- Operates a variety of power construction and maintenance equipment used in the water and sewer department.

REQUIRED MINIMUM QUALIFICATIONS

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CLASS TITLE: LABORER I

Education and Experience:

High school diploma or GED equivalent, and at least six months of directly related experience.

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

*Any equivalent combination of education and experience may be considered.

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, jetter/inductor truck, tamper, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch.

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

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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, 11/04/2013, 7/14/2020, 5/8/2024

Employee Signature: _____ Date: _____

HR Use Only:
Date Received: _____ HR Rep Initials: _____ Effective Date: _____