

# MEMORANDUM

**From:** Terry Fornash, Human Resources Coordinator

**Date:** July 14, 2017

**Re:** Laborer/Maintenance I Position

This is a full time position with a starting salary as defined in the collective bargaining agreement. Includes full benefits. Should any City of Newport employees be qualified and interested or know of anyone qualified and interested please contact Terry Fornash, Human Resources Coordinator 859-655-6349. Application deadline is Friday, July 28, 2017.

**Community Services Department  
Public Works Division  
Laborer / Maintenance I**

**CHARACTERISTICS OF THE JOB:** Work involves performing manual tasks in the maintenance, repair, and minor construction of city streets, alleys and other public thoroughfares, and city vehicles. Individuals in this job perform a variety of duties ranging from simple manual labor to tasks that involve the operation of motorized equipment as well as light and heavy power tools. Reports directly to the Division Manager or Crew Leader.

**ESSENTIAL FUNCTIONS:**

- Maintains and replaces sections of concrete and asphalt streets;
- Plows and salts city streets during inclement weather;
- Patches asphalt "potholes";
- Operates street-sweeper;
- Cuts weeds on public property;
- Digs out holes with manual or automatic digging tools;
- Assists in painting crosswalks and other traffic markings;
- Installation of traffic signs;
- Operates dump truck, bulldozer, backhoe, tractor, or other heavy equipment as required by job duties;
- Maintains public vehicles;
- Maintains light and heavy power tools;
- Appears for work and completes assigned tasks within a reasonable period of time;
- Works in a safe manner, observing all safety rules, and poses no significant risk to the health and safety of others.

**ADDITIONAL JOB DUTIES:**

- Litter collection;
- Cleans public works building;
- Assists in the collection and disposal of refuse;
- Performs additional duties as required.

### **DESIRABLE TRAINING AND EXPERIENCE:**

- Graduate from a standard high school, or equivalency, supplemented by experience in the performance of various manual labor, repair, and maintenance activities;
- Some experience and/or training in the operation of commonly used power tools and heavy machinery implements;
- Or any combination of experience and training which provides the desired knowledge, skills, abilities

### **KNOWLEDGE, SKILLS, ABILITIES:**

- Ability to perform manual labor duties, for extended periods of time, often under adverse weather conditions;
- Ability to work in high places with dangerous machinery and sharp tools;
- Ability to safely operate heavy equipment such as back hoe, dump truck, tractor, bulldozer, street sweeper, etc;
- Ability to safely operate large and small power tools such as jack hammer, chain saw, drill, etc.;
- Ability to perform tasks requiring use of manual tools such as hand saw, post hole digger, sledgehammer, etc.;
- Ability to complete simple and routine tasks without close supervision;
- Knowledge of occupational hazards and proper safety precautions;
- Knowledge of some basic principles regarding the construction, maintenance, and repair of buildings, roads, and landscapes (may be acquired on-the-job);
- Ability to establish and maintain effective working relationships with other governments and agencies, city officers and employees, and general public.

### **NECESSARY SPECIAL REQUIREMENTS:**

- Possession of a valid vehicle operators license and the ability to obtain a commercial drivers license (CDL);
- Possession of, or the ability to obtain any license(s) deemed appropriate or necessary for the successful completion of job tasks;
- Must have the ability to meet the requirements for advancement as defined in the AFSCME Union attachment.

### **ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS:**

- Ability to lift in excess of 50 pounds chest high, often, and occasionally above head, while walking, climbing, pushing, and/or pulling;
- Ability to lift in excess of 100 pounds chest high occasionally;
- Ability to operate large and small power tools;
- Ability to use hand tools;
- Must have adequate mental ability and muscular coordination to operate a motor vehicle;
- Work is often performed in high places, out of doors, including periods of inclement weather, with exposure to varying noise levels, fumes, dust, and odors.