

City of Newport, Kentucky Job Posting

Code Enforcement

Seasonal Laborer Position

Posted: **March 27, 2017**

This is a seasonal position with a starting salary of \$14.00 per hour from April 1, 2017 through September 4, 2017. Applications and questions may be directed to Ms. Terry Fornash, Human Resources Coordinator, 998 Monmouth St., Newport, KY 41071, by phone to 859-655-6349, or via email to tfornash@newportky.gov. Open until filled. Application forms can be obtained from the [City website](#) or in person at the City Building, 998 Monmouth St., Newport.

CHARACTERISTICS OF THE JOB: This is a seasonal position in the Code Enforcement Division. An employee in this position is responsible for maintaining City property. Reports directly to the Code Enforcement Director.

ESSENTIAL FUNCTIONS:

- Responsible for daily maintenance of City owned property;
- Responsible for completing work orders from Code Enforcement Officer;
- Responsible for property maintenance required for city owned facilities (mow grass, trim, weed, plant, water, clean up, board up vacant properties, securing of buildings and removal of garbage);
- 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:

- Performs additional duties as required.

DESIRABLE TRAINING AND EXPERIENCE:

- Experience in the performance of various manual labor, repair, and maintenance activities;

- Experience and/or training in the operation of commonly used power tools and heavy machinery implements.

KNOWLEDGE, SKILLS, ABILITIES:

- Ability to perform manual labor duties, for extended periods of time, often under adverse weather conditions;
- Ability to work with dangerous machinery and sharp tools;
- Ability to safely operate heavy equipment including a dump truck;
- Ability to safely operate large and small power tools such as chain saw, circular saw and drill;
- 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, repair and landscapes
- Ability to establish and maintain effective working relationships with other governments and agencies, city officers, employees and general public.

NECESSARY SPECIAL REQUIREMENTS:

- Possession of a valid vehicle operators license;
- Must be a U.S. Citizen or have a permanent residence status (green card);
- Possession of, or the ability to obtain any license(s) deemed appropriate or necessary for the successful completion of job tasks.

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS:

- Ability to lift 50-100 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;
- Work is often performed out doors, including periods of inclement weather, with exposure to varying noise levels, fumes, dust, and odors
- Ability to deal courteously with the general public;
- Ability to establish and maintain effective working relationships with other city agencies and departments, city officers, employees and the general public.