

# CITY OF BEULAH

## Public Works Laborer

### JOB SUMMARY

**General:** This is a general laborer and equipment operator position. Operates and services mobile equipment, stationary equipment, and tools used by the City of Beulah Public Works Department. Responsible for maintenance of City property and infrastructure as directed. Responsible for safe and efficient performance of work. May perform the duties of other City positions as directed. This includes the operation and maintenance of the equipment of other City Departments when qualified and directed.

**Supervision Received:** This position is under the direct supervision of the Public Works Superintendent or other assigned supervision coinciding with the general supervision of any applicable City Council Member.

**Hours of Work:** This is a full time, non-exempt position with standard benefit package. Typically requiring 80 hours per two week pay period. Will require scheduled shifts on weekends and evenings on a straight time basis as required by the needs of the Department. May require additional hours on an overtime pay basis as required by the needs of the Department. This position will also be scheduled for on-call duty to respond to emergencies that may arise outside the normally scheduled hours of work.

**Compensation:** Wage compensation is on an hourly basis. Overtime is typically compensated at one and one-half the straight time rate of pay. The City reserves the right to compensate any overtime worked with paid time off at the rate of one and one-half hours of paid time off at the straight time rate of pay for each hour of overtime worked. Benefits are provided with this position. General wage and benefit criteria applicable to this position are as per the current City of Beulah Employee Handbook and other policies currently in affect.

**Employment:** Employment with the City of Beulah is “at-will”. This means that either the employee or the City of Beulah may terminate the employment relationship at any time with or without cause. The only entity authorized to change or modify this relationship is the City Council of the City of Beulah.

### MAJOR DUTIES

This position is responsible for furnishing services and labor required by a municipal entity as outlined in this section. This is not intended to cover all responsibilities or duties in every circumstance.

- Street maintenance including, but not limited to, sign installation and maintenance, painting of curbs, crosswalks, etc., crack sealing, and pothole patching.
- Snow removal including, but not limited to, shoveling.
- Grass cutting including, but not limited to, mowing and weed eating.

- Drainage maintenance including, but not limited to silt and debris removal.
- Forestry activities including, but not limited to, planting, watering, and trimming.
- Sanitation work including, but not limited to, hauling and loading for residential, commercial, and transfer station waste.
- Cemetery support including, but not limited to, debris pickup and grass maintenance.
- Maintenance of City facilities including, but not necessarily limited to, painting, cleaning, setup and teardown for special events, and modifications.
- Setup and removal of seasonal displays including, but not limited to, Christmas decorations, flags, and banners.
- Other miscellaneous duties as required by the City to support municipal services and government.

## **SPECIFIC DUTIES**

- Proficient in the operation of common motor vehicles with hydraulic braking systems such as pickup trucks, cars, light trucks, and Bobcat with broom and snow blower. Proficient in the operation of smaller powered equipment such as mower tractors, mowers, and weed trimmers. Proficient also in the use of common hand tools such as wrenches, grinders, saws, screwdrivers, shovels, etc. The equipment listed is not intended to cover all equipment that is required to be operated.
- Discuss work content and job requirements with supervision. If assigned other personnel for work assignments, works with coworkers, or others, assigned to the project or task.
- Take part in the service and running maintenance, to include changing oil and lubrication, of mobile and stationary equipment to keep City equipment operational. All city equipment operated by this position will be maintained in a condition that results in a positive public image.
- Report all malfunctions and abnormal conditions to supervision and discusses action to be taken.
- Recommend modifications, revisions and improvements in facilities, procedures, and methods.
- Prepare or assist with the preparation of any records and reports related to work and equipment performance such as maintenance records.
- Participate in the training of City personnel as directed by supervision.

- Assist other City departments or non-City organizations as required or directed by supervision.
- Perform all work in accordance with established safety practices.
- Demonstrate an awareness of city property, roadways and public facilities and assists in keeping them neat and attractive.
- Perform other duties as assigned.

## **MINIMUM QUALIFICATIONS**

High school diploma or equivalent.

When hired must have and maintain a North Dakota Class 'D' vehicle driver's license. Within one year of the employment date, must acquire a North Dakota Class B Commercial Driver's License (CDL) with an air brake endorsement. Permit must be obtained within six months of employment.

Employee's rate of pay is determined by job performance and time in grade.

## **PHYSICAL DEMANDS/WORK ENVIRONMENT**

- Requires extended periods of standing or walking and the ability to meet all physical demands of work such as kneeling, crouching, climbing, sitting and walking.
- Requires periodic lifting of 50 pounds. Occasionally maintenance may require lifting of up to 100 pounds.
- On a daily basis, requires the ability to read, write, and communicate with others.
- On a daily basis, requires use of hands to push, pull, grasp, and fine manipulation. Use of feet for repetitive movements, as in operating foot controls.
- Must be able to reach above the shoulder and work off a scaffold or ladder.
- Must be able to distinguish between colors.
- May be subject to noise and dust.
- On a daily basis, requires the ability to work as a team player, courteously and respectfully with co-workers in a close working environment.
- Requires the ability to be able to work in all outside weather conditions.
- Requires ability to work eight hours per day.

*The physical demands 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.*

## **NECESSARY SPECIAL REQUIREMENTS**

This position must maintain a primary residence within the City of Beulah or its extraterritorial limit to maintain employment. Leaving this area will result in immediate termination. This position must be fluent in the English language in both spoken and written

form. A criminal background check may be done on any applicant for this position at the discretion of the City of Beulah.

The job description does not constitute an employment agreement between the City of Beulah and employee and is subject to change by the City of Beulah as the needs of the City of Beulah and requirements of the job change.

*Developed January 25, 2008*

*Updated June 2019*