

CITY OF KALISPELL
AN EQUAL OPPORTUNITY EMPLOYER
JOB VACANCY

Class Title: **Laborer – Part-Time** (80 - 120 hrs. per month)
Department: Public Works
Union: AFSCME Union
Salary/Wage: \$14.00, with pay upgrades to \$18.01 based on work performed.
FSLA Status: Non Exempt
Date: August 22, 2017

A. GENERAL CLASS DESCRIPTION:

Under the direction of a designated supervisor, the laborer's duties vary based on the needs of the city and provides support to a variety of skilled and semi-skilled work within a department/division. Duties may include, but are not limited to; street and grounds maintenance, hot asphalt paving, cleanup, loading and unloading materials, tire changing and vehicle lubrication, snow plowing, utilities work, striping and painting, solid waste (garbage) pickup, and other duties as assigned. Laborer may be assigned to different departments/divisions to complete projects and tasks as needed.

B. ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES:

Note: *It is expected that every employee should be on time, fully prepared, every day that they are scheduled to work. We expect every employee to strive for perfect attendance and to perform all duties in conformance to appropriate safety and security standards.*

1. General Laborer Duties (55 %)

- i. Performs lawn, grounds maintenance, cleanup and preservation as required using various landscaping, cleaning and maintenance tools including; mowers (riding & push), weed eaters, saws (manual and power), shears and clippers, paint brushes, scrapers, brooms, power washers, shovels, assists in traffic control around construction zones, striping streets, solid waste removal, and assists paving operations.
- ii. Tire and vehicle/equipment lubrication.
- iii. Utility line detection.
- iv. Vehicle/equipment cleaning including vacuuming and power washing.
- v. Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools before and after use.
- vi. Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor.
- vii. Operates mobile radios, and phones.

2. Special Assignment Labor Duties (45%)

- i. Carry's out necessary labor and operates a variety of equipment and tools assisting various departments/divisions to accomplish assigned tasks related to construction and maintenance, either alone or as part of a crew.
- ii. Drives trucks of various sizes and weights to accomplish tasks which include, but not limited to; snowplowing, loading, hauling and unloading of various materials including gravel, sand, asphalt, leaves, solid waste, and equipment.

- iii. Operates light and medium-sized construction power tools and equipment which include, but not limited to; backhoe/loaders, graders, refuse trucks, street sweepers, street rollers, tampers, plate compactors, saws, pumps, compressors, common hand and power tools, shovels, wrenches.

C. SUPERVISION RECEIVED:

Works under the general supervision of the supervisor in charge of the respective division.

D. SUPERVISION EXERCISED:

None

E. KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of equipment used to perform various duties related to construction and maintenance of city infrastructure.
2. Skilled in the safe and efficient operation of large commercial vehicles.
3. Skilled in use of various manual and powered tools.
4. Ability to multi-task and adapt to changes in assignments quickly.
5. Ability to perform heavy manual tasks for extended periods of time.
6. Ability to work safely with various types of equipment, including large vehicles in confined areas on City streets.
7. Ability to effectively communicate verbally and occasionally deal with unfriendly customers or citizens.
8. Ability to work overtime, weekends, holidays and when called out.
9. Ability to establish and maintain effective working relationships with employees, other departments and the public.
10. Ability to understand and carry out written and oral instructions.

F. SPECIAL REQUIREMENTS:

1. Must possess a valid State Montana Commercial Driver's license Class B with Airbrake and Tanker Endorsement or the ability to achieve the license requirements within 60 day of hire.
2. Proof of satisfactory driving history.

G. DESIRED MINIMUM QUALIFICATIONS (Education and Experience):

1. Graduation from high school or a GED equivalent.
2. Previous experience operating large trucks and equipment.
3. Previous mechanical, construction and landscaping experience.

H. TOOLS AND EQUIPMENT USED:

Various trucks of various sizes and weights, light and medium-sized construction and power tools and equipment, backhoe/loaders, graders, refuse trucks, street sweepers, street rollers, tampers, plate compactors, saws, pumps, compressors, mowers (riding and push), weed eaters, sanders, common hand and power tools, shovels, wrenches, power washers, detection devices, mobile radio, and phone.

I. PHYSICAL DEMANDS:

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties on the job, the employee is frequently required to walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, or balance; stoop, kneel, crouch or crawl.
3. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus.

J. WORK ENVIRONMENT:

1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, and working on hard or uneven surfaces.
3. The noise level in the work environment is usually loud to very loud.
4. Shift schedule may be rotated between varying shifts. Management reserves the right to change the schedule subject to the needs of the City.

K. SELECTION GUIDELINES:

1. Formal application, rating of education and experience; oral interview and reference check; job related skill testing may be required.
2. 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.
3. Kalispell is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.
4. 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.

Posting Date: August 23, 2017

Closing Date: Open until filled with preference given to those who apply by Sept 8.

NOTICE!

ONLY CANDIDATES SELECTED FOR INTERVIEWS WILL BE CONTACTED.

A CITY APPLICATION CAN BE OBTAINED FROM:

- **THE HUMAN RESOURCES DEPARTMENT WITH THE CITY OF KALISPELL, 201 1ST AVENUE EAST, KALISPELL, MONTANA, OR**
- **THE KALISPELL JOB SERVICE, 427 1ST AVENUE EAST, KALISPELL, MONTANA. PHONE (406)758-6200 OR**
- **ONLINE AT THE CITY OF KALISPELL'S WEBSITE AT: WWW.KALISPELL.COM**

Approval: _____ Date: _____
Department Head/Supervisor

Approved: _____ Date: _____
Human Resources Director

Approval: _____ Date: _____
City Manager/Hiring Authority

Revised 8-22-17