



CITY OF HALLETTSVILLE JOB OPENING

POSITION: Entry Level Laborer
DEPARTMENT: Public Works
EFFECTIVE DATE: 06/18/15

GENERAL PURPOSE

Position performs and is assigned tasks that support the public works systems of the City of Hallettsville.

ACCOUNTABILITY

Under the supervision of the Supervisor, or as assigned by the Director of Public Works, this position performs vital services to facilitate infrastructure integrity; operates small to medium trucks, tractors, loaders, mowers, and a variety of light to medium motorized equipment in sanitation, streets, drainage, parks and other City activities as assigned.

JOB DIMENSIONS AND GENERAL DUTIES

Operates small to medium trucks, tractors, mower and other types of light to medium size motorized equipment. May operate heavier types of motorized equipment when authorized or for training purposes. Maintains and makes minor repairs and adjustments to a variety of machines and equipment, ensures that equipment operated is serviced daily and that all scheduled maintenance is performed; requests outside maintenance when problem exceed technical capabilities of City resources; perform a variety of manual semi-skilled and unskilled work such as loading and unloading materials, installation and maintaining supplies and materials to public facilities and appurtenances such as streets, parks, landfill, drain ways, and all other City sites, performs all other work as assigned. Subject to 24 hour call.

MATERIALS AND EQUIPMENT USED

Small to medium trucks, tractors, loaders, power tools, hand tools, mosquito fogger, streets sweeper, road materials, pipe, safety devices, hand tools, and other materials and equipment as needed.

KNOWLEDGE, SKILLS, AND ABILITIES NECESSARY FOR THE POSITION

Ability to follow standardized routines and safety techniques. Ability to operate simple to moderately complex machines and equipment in a skillful, efficient, and safe manner. Able to apply standard solutions to reoccurring situations. Ability to follow verbal and detailed written procedures and instruction, capable of performing strenuous activities outdoors. Must be able to work well with a team.

REQUIREMENTS

Must have a high school diploma or equivalent, a valid driver's license (CDL or ability to obtain one in six months), and a "can-do" service oriented work ethic. Some experience with light to heavy duty equipment preferred.

BENEFITS

The City of Hallettsville offers all full-time employees health care coverage at no additional cost to the employee. Employees also have the option to pay for additional health care coverage for their eligible dependents. Employees accrue ten (10) sick days and ten (10) vacation days per year. Employees are given eleven (11) days off on designated holidays. All employees participate in TMRS (Texas Municipal Retirement System). The City of Hallettsville matches employee contributions on a 2:1 basis.

CLOSING STATEMENT

Selected applicants must be able to pass a background investigation and a pre-employment drug test.

Any position that lists a minimum qualification for education level and/or license/certification will require the applicant to provide proof of documentation if selected for hire into the position with the City.

The City of Hallettsville is an Equal Opportunity Employer.