

Job Description

Position:	Laborer	City of Marlin, Texas
Department:	Public Works	Non-Exempt Status
Reports to:	Director of Public Works	Full time
Hourly Rate:	\$13.50	

JOB SUMMARY

Under general supervision of the Director of Finance. Responsible for submitting monies received for water and any other payments through the mail to the Finance Director, answers customer service calls, computer data input, properly submit payment to vendors in a timely manner. makes daily bank deposits as needed. Under general supervision of the Finance Director or City Manager performs various administrative tasks in support of the city departments as needed.

Essential duties and responsibilities may include, but are not limited to, the following:

Inspects equipment, park structures and playgrounds for safety compliance

Performs minor construction and park facility repairs using skilled trade practices

Assists crew in coordinating day to day tasks.

Inspects equipment and performs minor maintenance activities and reports exceptional problems to the supervisor.

Performs work to ensure appropriate and timely completion of maintenance.

Responds to after hour callouts for high water, storm damage, and ice and snow removal/control.

Performs operational support for special events

May operate hand tools to heavy, complex equipment and is responsible for training of subordinate staff.

Assists in training full time, seasonal, and contract in the best and safest methods of accomplishing tasks, primarily through on the job or individual instruction.

Performs custodial duties to park restrooms, pavilions, concessions, and other park areas.

Responsible for ensuring all parks and public grounds are maintained to Park Maintenance standards of safety and aesthetics

Performs general maintenance and construction of parks including, but not limited to mowing, trimming, litter control, playground maintenance, and tree work

Road repairs hot asphalt and cold mix, mowing rights-of-way and easements.

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ACCEPTABLE EXPERIENCE AND TRAINING

- High school diploma or equivalent is required.
- Must be able to read and write English.
- Must be Bondable.
- Minimum of one (1) year of prior computer experience.
- Ability to achieve working knowledge of computer system used to record payments received from customers.
- Minimum of one (1) year prior customer service experience.
- 30 wpm typing.
- Possess good communication skills.
- Ability to keep accurate records.
- Work well with people.

PHYSICAL REQUIREMENTS

- Maintain a degree of physical fitness necessary to perform all tasks outlined in this job description.
- Duties require walking, sitting and standing.
- The employee must regularly lift and/or move up to 20 pounds, frequently lift and /or move up to 25 lbs.
- Specific vision abilities require by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Working time may require irregular hours, long hours and/or on-call response with no prior notice.

LANGUAGE/ KNOWLEDGE SKILLS

- Knowledge of computer hardware operation and software applications.
- Ability to establish and maintain effective working relations.
- Skill in effective oral and written communication for the purpose of exchanging information. internal staff, citizens other department's staff and city officials.
- Ability to understand and carry out both oral and written instructions.
- Bilingual preferred but not required.

Employee Acknowledgement: _____ Date: _____

Note: This job description should not be interpreted to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instruction, and perform any related duties as may be required by their supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employee Acknowledgement: _____ Date: _____

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