



Town of Wytheville

Job Opening

Job Title: **Laborer I**

(Full-time with benefits)

ANTICIPATED SALARY RANGE: \$31,200 - \$36,878; Actual pay will be DOE/DOQ and available funding.

JVA#: 2023-02

DEPARTMENT: Public Utilities

POSTED: May 23, 2023

POSITION SUMMARY: Reporting to the Water/Sewer Supervisor, this position involves various maintenance work, including operating different types of equipment in the construction, operation, repair, maintenance, and replacement of Town water and sewer systems.

In addition, assists in construction and maintenance projects as a crew, including water meter installation and repair, pavement cutting & ditch digging, manhole and line cleaning, main and pipe repair, laying pipe, and backfilling. **A Position Description and Additional Information may be found on the Town of Wytheville's Employment Opportunities webpage at <https://www.wytheville.org/employment>.**

MINIMUM DESIRED QUALIFICATIONS: A High School Diploma or equivalent and at least two years of experience relating to construction, maintenance, or any equivalent combination of education and experience. Knowledge/Skills/Abilities: Demonstrated knowledge of equipment, facilities, materials, methods, and procedures used in maintenance, construction, and repair activities; ability to operate tools and equipment to complete a job: motorized vehicles and equipment, including dump truck, pickup truck, utility truck, jetter/inductor truck, tamper, saws, pumps, compressors, sanders, generators, standard hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch.; and the ability to perform heavy manual tasks for extended periods; Ability to work safely; Ability to communicate effectively verbally and in writing; Ability to establish and maintain effective working relationships with employees, other departments and the public; Ability to understand and carry out written and oral instructions. A valid state driver's license and CDL, or ability to obtain one.

HOW TO APPLY: Applicants must complete an Employment Application to be considered for a Town job opening. Employment applications are available online at <https://www.wytheville.org/docs/general/employment-application.pdf>, or by visiting the Lobby of the Town of Wytheville Municipal Building at 150 E. Monroe St., Wytheville, VA and obtaining an application packet. Please submit a completed application by mail to Department of Human Resources, Town of Wytheville, P.O. Box 533, Wytheville, VA 24382; by fax at 276-223-3453; or via email to: human.resources@wytheville.org.

CLOSING DATE: Position is posted open until filled. Review of applications begins immediately and will continue until the position is filled or the posting is cancelled.

The Town of Wytheville is an Equal Opportunity Employer

POSITION DESCRIPTION

Class Title: Laborer I
Department: Public Utilities
Worker's Comp Group No.: 054
Date: October 1, 1994

GENERAL PURPOSE

Performs a variety of semi-skilled maintenance work, and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of Town water and sewer systems.

SUPERVISION RECEIVED

Works under the close supervision of the Water/Sewer Supervisor.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.

Drives trucks of various sizes and weights in the loading, hauling and unloading of various equipment, gravel and sand.

Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.

Operates light and medium-sized construction and power equipment, such as mechanized broom and tampers.

Performs all duties in conformance to appropriate safety and security standards.

Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying and backfilling.

Cuts, fits, lays, repairs, taps, cleans and flushes water mains, pipe, gates and fittings on repair of mains and services and installation of services, fire hydrants and drinking fountains; assists in shutting off broken sections of water mains.

Assists in the training of lower level employees to increase their skills in the maintenance, construction and repair of water and sewer system.

Operates a variety of power construction and maintenance equipment used in the water and sewer department.

PERIPHERAL DUTIES

May serve on employee or other committees as assigned.

Other duties as may be assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school education or GED equivalent, and
- (B) Two (2) years of experience relating to construction, maintenance, or repair, or
- (C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities

- (A) Some knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities;
- (B) Skill in operation of some of the listed tools and equipment.
- (C) Ability to perform heavy manual tasks for extended periods of time; Ability to work safely; Ability to communicate effectively verbally and in writing; Ability to establish and maintain effective working relationships with employees, other departments and the public; Ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS

Valid State Driver's license and CDL certification, or ability to obtain one.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, jetter/inductor truck, tamper, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; criminal background investigation; driving records; job related tests may be required.

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.

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.

Approval: _____
Supervisor

Approval: _____
Appointing Authority

Effective Date:

Revision History: November 4, 2013