

THE CITY OF PORTALES, NEW MEXICO

POSITION POSTING #2013 - 053

POSITION: TEMPORARY LABORER
DEPARTMENT: WATER/WASTEWATER
STATUS: NON-EXEMPT
REPORTS TO: WATER SUPERINTENDENT
SHIFT: FT TEMP– 40 HOURS PER WEEK
SALARY: MINIMUM \$9.402 – MAXIMUM \$13.606

GENERAL DESCRIPTION:

Reporting to the Supervisor or Foreman, the Laborer is responsible for the installation and maintenance of water and sewer lines throughout the city's utility system. A willingness to work in all weather conditions and irregular hours, weekends, and holidays as necessary is required.

TASKS AND RESPONSIBILITIES:

Although the following are typical of the tasks and responsibilities routinely performed, additional tasks and /or responsibilities requiring comparable or lesser skills, knowledge, or dexterity may be assigned.

1. Proper and effective installation of water and sewer lines.
2. Build and/or raise manholes and water valves.
3. Repair or change out meters and fire hydrants.
4. Fix meter leaks, broken meter box rims, and clean out meter boxes.
5. Repair water and sewer main lines.
6. Perform some grounds and building maintenance.
7. Provide customer service and assistance as directed.

KNOWLEDGE, EXPERIENCE, AND SKILLS:

1. High school graduate or equivalent desired.
2. Previous experience desired but not required.
3. Current New Mexico drivers license required.
4. Ability to work with minimum supervision.
5. Ability to follow through on work assignments.
7. Must be at least 18 years of age.

Additional comments on Physical Requirements: Requires good eyesight, must be able to walk all day, and be able to lift meter lids continuously.

WORK SCHEDULE:

The regular work week is 40 hours - Monday through Friday, 8:00 a.m. to 4:00 p.m. Additional time may be required to work after regular hours, on weekends, and holidays.

DEADLINE TO SUBMIT REQUIRED APPLICATION: Position to remain open until filled, review weekly.
EOE