THE CITY OF PORTALES, NEW MEXICO

POSITION POSTING #2015-021

POSITION:	**LABORER, FULL-TIME**
DEPARTMENT:	**WATER/WASTEWATER**
STATUS:	**NON-EXEMPT**
REPORTS TO:	**WATER SUPERINTENDENT**
SHIFT:	**FT REGULAR – 40 HOURS PER WEEK**
SALARY:	**MINIMUM $9.402 – MAXIMUM $10.437**

GENERAL DESCRIPTION:

Reporting to the Utilities Superintendent, the Laborer is responsible for the installation and maintenance of water and sewer lines throughout the city's utility system. Work also involves the operation and routine maintenance of dirt-moving and road equipment. 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 lessor skills, knowledge, or dexterity may be assigned.

1. Proper and effective installation of water and sewer lines.
2. Make water and sewer taps.
3. Dig ditches and/or trenches, using back-hoe or related equipment.
4. Build and/or raise manholes and water valves.
5. Repair or change out meters and fire hydrants.
6. Fix meter leaks, broken meter box rims, and clean out meter boxes.
7. Repair water and sewer main lines.
8. Perform some grounds and building maintenance.
9. Read and interpret water and wastewater maps.
10. Provide customer service and assistance as directed.

KNOWLEDGE, EXPERIENCE, AND SKILLS:

1. High school graduate or equivalent or able to obtain within 6 months of employment
2. Previous experience desired but not required.
3. Current New Mexico driver's license required with a good driving record.
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. Applicant must be able to lift 50 pounds.

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 will remain open until filled. Review of applicants is scheduled bi-weekly starting Friday, July 24th, 2015. Applicant must submit required application to Human Resources at City Hall, 100 W. First Street, Portales, N.M. 88130 or online at www.portalesnm.gov.

The City of Portales is an Equal Opportunity Employer.

I have received the job description posting and I am capable of performing the essential functions for the position.

Applicant Signature_____Date_____