

THE CITY OF PORTALES, NEW MEXICO

POSITION POSTING #2020-015

POSITION: LABORER
DEPARTMENT: PARKS / CEMETERY
STATUS: NON-EXEMPT
REPORTS TO: PARKS SUPERINTENDENT OR CREW LEADER
SHIFT: FT TEMPORARY/SEASONAL– 40 HOURS PER WEEK
SALARY: \$9.00 PER HOUR

GENERAL DESCRIPTION:

This job is subject to supervision by the Crew Leader or Superintendent, and requires performance of numerous and varied routine duties involved in the overall care, maintenance, and general operation of the city's parks, recreational facilities, and cemetery. Work involves light to heavy lifting as well as light maintenance on buildings, vehicles, and equipment. Must be able to perform physical labor for sustained periods of time with exposure to the elements. This job has a possibility of promotion to other positions with similar duties and responsibilities, depending on openings within the organization.

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. Watering, raking, mowing, and trimming of lawns, shrubs, and trees.
2. Minor maintenance on sprinkler systems.
3. Assisting custodian with sweeping, mopping, and buffing of floors, along with other custodial functions.
4. Hauling and shoveling of dirt and/or snow; removing brush, limbs, and other debris.
5. Washing and degreasing equipment.
6. Light maintenance on vehicles and equipment used.
7. Changing light bulbs in ball parks.
8. Clearing and mowing of properties in violation of City Code.
10. Performs job duties in a way that promotes a positive image of the City organization and the department; demonstrates effective interpersonal skills and delivers exemplary customer service.

KNOWLEDGE, EXPERIENCE, AND SKILLS:

1. High School diploma desired.
2. Previous experience desired, but not required.
3. Must possess and maintain current New Mexico driver's license with a satisfactory driving record.
4. Ability to operate and maintain various manual and/or motor driven tools in a safe in effective manner.
5. Ability to follow through on work assignments.
6. Must be at least 16 years of age.

Additional comments on Physical Requirements: Applicant must be able to lift 50 to 75 pounds continuously. Requires constant physical efforts, and may be exposed to dangerous tools and equipment; safety precautions must be followed, including use of safety equipment.

WORK ENVIRONMENT:

1. Ability to work both inside and outside.
2. Ability to work in all types of weather; extreme cold temperatures, extreme heat temperatures and extreme wet/humid temperatures.

3. Ability to work with intermittent noise levels. Noise levels may be moderate to loud in work environment.
4. Ability to work with fumes, dust, odors and poor ventilation.
5. Ability to work in multiple surfaces; even, flat/hard, inclined/ramps, uneven, stairs, dry, wet, dust and natural ground.
6. Ability to work alone with or without directions.

WORK SCHEDULE:

The regular workweek is 40 hours - Monday through Friday, 7:00 a.m. to 3:00 p.m. Additional time may be required to work after regular hours, on weekends, and holidays.

PRE-EMPLOYMENT REQUIREMENTS:

1. Must pass a background investigation including work history, criminal records, driving records and other records deemed necessary.

CONDITIONS OF CONTINUED EMPLOYMENT:

1. Candidates must have and maintain a satisfactory driving record and insurability in accordance with the City's insurance carrier.
2. Employees must maintain a source of communications.

****** Position has possibility of promotion based on performance, and accomplishment of training goals******

DEADLINE TO SUBMIT REQUIRED APPLICATION: Position to remain open until filled, review bi-weekly starting Friday, May 29th. 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 and Equal Opportunity Employer and Drug Free Workplace.

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

Applicant Signature _____ Date _____