

**THE CITY OF PORTALES, NEW MEXICO**

**POSITION POSTING #2020-016**

**POSITION: LABORER TRAINEE**  
**DEPARTMENT: STREET**  
**STATUS: NON-EXEMPT**  
**REPORTS TO: STREET FOREMAN**  
**SHIFT: FT TEMPORARY SEASONAL – 40 HOURS PER WEEK**  
**SALARY: MINIMUM \$10.400 HOURLY**

**\*\*This is a safety sensitive position, subject to random drug / alcohol testing.**

**GENERAL DESCRIPTION:**

Applicant must be willing to work in a “team” environment, and desire to learn how to operate heavy construction equipment. General labor skills will be employed daily; in all types of conditions. (i.e.: weather, heavy road traffic, confined spaces, and any other condition requested.) This is an “outdoor” job, and working after-hours, weekends or holidays is possible.

**This is a safety sensitive position, subject to random drug/alcohol testing.**

**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. Safe and efficient operation of city vehicles and heavy equipment.
2. Perform routine maintenance (*we'll train you how*), such as: change oil and filters, pump gas, wash and clean, lubrication and maintain logbooks on department equipment.
3. Painting, as directed.
4. Perform routine cleaning as directed.
5. Maintain grounds by mowing, hoeing, cleaning, leveling, or other duties as directed.
6. Willing to be trained to operate high level automotive construction equipment.
7. Perform job duties in a way that promotes a positive image of the City organization and the department.

**KNOWLEDGE, EXPERIENCE, AND SKILLS:**

1. Must be at least 18 years of age.
2. Must possess and maintain a valid New Mexico driver’s license with a satisfactory driving record; must obtain a New Mexico CDL, Class B minimum with airbrakes and tanker endorsement within 60 days of employment.
3. Show aptitude for safe operation of assigned automotive equipment.
4. Must follow instructions, procedures and City safety rules and regulations.
5. Maintain grounds by mowing, hoeing, cleaning, leveling, or other duties as directed.
6. Perform job duties in a way that promotes a positive image of the City organization and the department.

**Additional comments on Physical Requirements:** Applicant must be able to lift 50 pounds multiple times during any given day. 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.

**TRAVEL REQUIREMENTS:**

1. Limited travel – ability to travel for meetings and training may be required.
2. Overnight travel may be required.

**PRE-EMPLOYMENT REQUIREMENTS:**

1. Must pass a background investigation including work history, criminal records, driving records and other records deemed necessary.
2. Must pass a post-offer pre-employment drug screen administered by a City-designated facility.

**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. Must complete and pass a physical given by a licensed practitioner to retain Commercial Driver's License.
3. Employees must maintain a source of communications for off duty work related communications.
4. Random drug and alcohol testing is a condition of employment and will be tested under the authority of the FMCSA.

***\*\*\* 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, June 5, 2020. 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](http://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 \_\_\_\_\_