

**THE CITY OF PORTALES, NEW MEXICO**

**POSITION POSTING #2020-019**

**POSITION:** TYPE B GENERAL BUILDING CARPENTER/LATHER  
TYPE B GENERAL BUILDING LABORER  
**DEPARTMENT:** BUILDING IMPROVEMENTS  
**STATUS:** NON-EXEMPT  
**REPORTS TO:** CITY MANAGER OR DESIGNEE  
**SHIFT:** FT TEMPORARY, INTERMITTENT WORK  
**SALARY:** STARTING PAY \$21.00 HOURLY-pay dependent job classification and experience

**GENERAL DESCRIPTION:**

Reporting to the City Manager or his designee, employee must perform work under Type B general building classification, i.e., construction, alteration, repair and demolition of buildings. Must be able to perform physical labor for sustained periods of time.

**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.

**Carpenter/Lather:** Sets batterboards, builds and sets forms for concrete, or structural stud except as provided elsewhere. Builds and erects wood and metal products for the framing of structure or building, including bearing and non-bearing walls, framework in buildings, including partitions, floor and ceiling joists, studding, and rafters. Installs wood subflooring and hardwood flooring. Builds wood stairways, cabinets, steps, etc. Installs wood or premanufactured molding, paneling, doors, windows, etc., products and components related to office interiors-partitions, draperies, shelving, panels, doors, (metal, wood, etc.); including hardware; insulation around concrete slabs. Install pin metal or steel studs and wood furring (except on roofs). Carpenters may shoot grades for surveying and attaches “sheetrock” and similar wallboard materials to walls and ceilings. Installs insulation material in walls, ceilings, and under floors of buildings where such insulation is not laid in cement or other plastic materials.

**Building common Laborer:** Works with all crews doing everything from pick and shovel work to cleaning up lumber with hammer; shoveling and placing concrete; applying coats of oil to inside face of forms; stripping forms; working on crusher to feed trap; opening cement sacks at batch plant; lowering pipe into ditch for pipelayers; working with dirt crew to move construction layout stakes; working as flagman, signalman or spotter to control traffic; serving as dumpman; spreading hot asphaltic material over roadbed with shovel; operating hand concrete buggy or wheelbarrow; helping painter to prepare surfaces for painting and cleaning paint equipment.

**KNOWLEDGE, EXPERIENCE, AND SKILLS:**

1. Previous experience is required in the construction industries.
2. Ability to work with minimum supervision.
3. Must follow instructions, procedures and City safety rules and regulations.
4. Ability to follow through on work assignments.
5. Must be at least 18 year of age.
6. High school diploma or equivalent desired, but not required.

**WORK SCHEDULE:**

Schedule to be established by City Manager. Work may be intermittent.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

1. Ability to maintain physical condition and stamina appropriate to the performance of assigned duties and responsibilities which may include sitting, standing, or walking for extended periods of time, driving or riding in vehicles.
2. Occasional pushing, pulling, lifting and/or moving up to 100 pounds.
3. Frequently squatting, bending, twisting, climbing and kneeling required.
4. Occasionally required to reach with hands and arms, climb or balance, stoop, kneel, squat, crouch, and crawl and work in confined spaces.
5. Noise level could be moderate to loud in work environment. (Hearing protection will be provided)
6. Ability to drive, occasional long distances.
7. Work with machinery.
8. Must possess ability to adapt to inclement weather conditions and/ or situations.
9. Primarily works outside. Inside work necessary if needed.
10. May be exposed to dangerous tools and equipment; safety precautions must be followed, including use of safety equipment.

**TRAVEL REQUIREMENTS:**

1. Limited travel required.

**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 communication for off duty work related communications.

DEADLINE TO SUBMIT REQUIRED APPLICATION: Position to remain open until filled, first review of applicants is Monday, July 6th and then bi-weekly thereafter. 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 an 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 \_\_\_\_\_