

# Public Works Laborer

**Department:** Public Works Department

## **Job Summary:**

This position involves operating equipment and performing manual labor to participate in the completion of assigned projects. Work is performed under the general supervision of the Public Works Supervisor.

## **Essential Duties:**

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Follows the direction of the Public Works Supervisor with regards to the maintenance and oversight of the city's roadways; this includes patching, spreading chemicals, spreading stone, building up gravel on the road shoulders, laying salt, and reporting needed repairs needed to the Public Works Supervisor.
- Mows city right-of-ways in the summer and plows roads during the winter.
- Paints signs and signals on repaired or new pavement.
- Collects household waste, yard waste, tree limbs, and leaves and sees to their disposal.
- Cuts back trees which may be in danger of snagging utility lines or impeding street traffic.
- Chipping tree debris.
- Helps the Water Department repair cut or damaged water lines.
- Installs or repairs street signs in subdivisions and other areas.
- Assists utility companies with directing traffic if asked.

## **Additional Duties:**

- Repairs and maintains Public Works buildings and yards.
- Maintains vehicles and equipment.
- Builds, maintains, and/or repairs fences and structures on city property.
- Removes dead animals from roadway.

## **Education/Training:**

- Prefer High School Diploma or GED.

## **Knowledge, Skills, And Ability:**

- Some knowledge of methods and practices of maintaining and repairing roadways.
- Some knowledge of the materials, equipment, procedures and methods used in public works construction and maintenance activities.
- Knowledge of the occupational hazards and safety precautions necessary to the operation of heavy trucks and equipment.
- Knowledge or ability to learn the geography and streets of the city and the location of underground utilities.
- Some knowledge of carpentry and mechanical skills.
- Some knowledge of basic masonry techniques.
- Ability to understand, interpret, and carry out oral and written instructions.
- Ability to understand and interpret simple diagrams and drawings of assigned projects.
- Ability to establish and maintain effective working relationships with employees, other city staff and the general public.
- Ability to operate or willingness to learn how to operate such equipment as a backhoe, dump truck, tractor, mowing equipment, wood chipper, snow plow equipment, compaction roller, garbage truck, bucket truck, chain saws, limb saw, torch, pavement saws, and various hand tools as required.
- Ability to use basic office technology such as a telephone and a calculator.
- Ability to interact with citizenry in a professional manner.

- Ability to read maps.

**Supervisory and Managerial Responsibility:**

- None.

**Minimum Qualifications:**

- Prefer a background in general trade knowledge, which could include construction, road work, previous public works employment, equipment operations, or vehicle and equipment maintenance.
- Possession of valid State of GA driver's license (Class C).
- CDL preferred, but not required.

**Physical Demands and Work Environment:**

Physical Abilities: Tasks involve the ability to exert physical effort in moderate to intense work, typically involving some combination of stooping, kneeling, crouching, and crawling, and which may involve some lifting, shoveling, carrying, pushing, and/or pulling of objects and materials of moderate weight (up to 100 pounds). The majority of a normal work day involves standing or walking.

Sensory Requirements: Some tasks require the ability to perceive and discern colors or shades of colors. Some tasks require the ability to perceive and discern sounds. Some tasks require the ability to perceive and discern tastes. Some tasks require the ability to perceive and discern odors. Some tasks require depth perception. Some tasks require the ability to perceive and discern textures. Some tasks require visual perception and discrimination. Some tasks require oral communication ability.

Environmental Factors: Tasks are regularly performed with exposure to adverse environmental conditions including, but not limited to, dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, and toxic agents.

Please direct all inquiries to our Public Works Superintendent, Shawn Chastain at 770-382-5466. You can mail your resume and application to City of White, P.O. Box 116, White GA 30184 or drop it off at 29 W Rocky Street, White GA 30184.

We look to fill this position in the next 30 days.

# APPLICATION FOR EMPLOYMENT

PRE-EMPLOYMENT QUESTIONNAIRE  
EQUAL OPPORTUNITY EMPLOYER

## PERSONAL INFORMATION

DATE \_\_\_\_\_

NAME (LAST NAME FIRST)		SOCIAL SECURITY NO.	
PRESENT ADDRESS	CITY	STATE	ZIP CODE
PERMANENT ADDRESS	CITY	STATE	ZIP CODE
PHONE NO. (     )	REFERRED BY		

## EMPLOYMENT DESIRED

POSITION	DATE YOU CAN START	SALARY DESIRED
ARE YOU EMPLOYED? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	
EVER APPLIED TO THIS COMPANY BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO	WHERE?	WHEN?

## EDUCATION HISTORY

NAME & LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL			
HIGH SCHOOL			
COLLEGE			
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL			

## GENERAL INFORMATION

SUBJECTS OF SPECIAL STUDY/RESEARCH WORK OR SPECIAL TRAINING/SKILLS	
U.S. MILITARY OR NAVAL SERVICE.	RANK

## FORMER EMPLOYERS (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST)

DATE MONTH AND YEAR	NAME & ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

**REFERENCES** GIVE BELOW THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

NAME	ADDRESS	BUSINESS	YEARS KNOWN

**AUTHORIZATION**

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws."

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

INTERVIEWED BY \_\_\_\_\_ DATE \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

**REMARKS**


NEATNESS		CHARACTER		
PERSONALITY		ABILITY		
HIRED	FOR DEPT.	POSITION	WILL REPORT	SALARY WAGES

APPROVED: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
EMPLOYMENT MANAGER DEPARTMENT HEAD GENERAL MANAGER

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