

CITY OF GROVES
JOB POSTING

Job Title:	Temporary Summer Laborer
Department:	Public Works
City Status:	Temporary (40 hours per week for 2 months)
FLSA Status:	Non-Exempt (hourly)
Pay Rate:	\$9.25/per hour
Benefit Eligibility:	No
Minimum. Age Requirement:	17 years of age as of hire date
Other Requirements:	Class C Texas Driver's License
Work Period:	June thru August 2020
Work Schedule:	7:00 a.m. - 3:00 p.m., Monday - Friday

NATURE OF WORK:

This is a temporary summer laborer position under the general supervision of the Public Works Director. Will perform a variety of duties that include but are not limited to general construction, repair and maintenance of City grounds, properties and buildings. Work includes significant contact with the public.

ESSENTIAL FUNCTIONS OF WORK:

- Prepare building and meeting rooms for rentals, including setting up and taking down chairs and tables, moving materials, boxes etc. upstairs.
- Shovel and carry heavy loads.
- Dig holes using sharp shooter shovels, round points and square shovels.
- Provide traffic control through flagging, traffic control devices and signaling to ensure worksite safety.
- Carry and operate equipment, tools and materials such as weed eaters, lawnmowers, clippers, and leaf blowers to maintain, garden and repair City grounds and facilities.
- Assist in the repair of City grounds and facilities which may include painting, replacing light bulbs and cleaning facilities.
- Assist with debris cleanup.
- Wash City vehicles.
- Performs Related Work as Required.

REQUIREMENTS OF WORK:

- Knowledge of City organization and functions
- Ability to communicate effectively, orally and in writing
- Ability to establish and maintain effective working relationships with employees and citizens
- Lifts and carries up to 100 pounds, and pulls, pushes, or drags up to 150 pounds.
- Ability to sit or stand for long periods of time in outdoor conditions of extreme heat and cold.
- Ability to hear clearly when working around equipment and in traffic.
- Ability to climb ladders.
- Ability to effectively assist the public and employees

REPORTS TO: Public Works Director

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Required Education; Degrees, Certification, and/or License

REQUIRED EDUCATION; DEGREES, CERTIFICATION, AND/OR LICENSE

Class C Texas driver's license required.

Other Requirements

OTHER REQUIREMENTS

Must be at least 17 years of age on hire date. Post-offer medical examination and drug and alcohol tests required.

Equal Employment Opportunity

The City of Groves is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, national origin, age, disability, veteran status, or any other characteristic protected by law.

Accommodations Due to Disability

EQUAL EMPLOYMENT OPPORTUNITY

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ACCOMMODATIONS DUE TO DISABILITY

Reasonable accommodation for persons with disabilities will be made upon request to the staff member named below. Please provide at least 48 business hours advance notice in order for your request to be accommodated.

Applications may be picked up at:

City of Groves
Human Resources Dept.
3947 Lincoln Ave.
Groves, Texas 77619
Telephone (409) 960-5778