

City of Groves
Job Posting

DEPARTMENT:	Public Works – Streets & Drainage
POSITION:	Laborer I
CLASSIFICATION:	Regular Full-Time
GRADE:	101 – NO CDL or 102 – CDL

HOURLY RATE FOR FY 2021-2022

101-No CDL Pay Scale

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
\$16.11	\$16.91	\$17.76	\$18.65	\$19.58	\$20.56	\$21.58	\$22.66	\$23.80	\$24.99

102 – CDL Pay Scale

Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
\$19.58	\$20.56	\$21.58	\$22.66	\$23.80	\$24.99	\$26.24

NATURE OF WORK

Under general supervision, perform both routine and skilled heavy, physical work in the construction, maintenance and repair of City grounds, storm sewer and traffic thoroughfare systems consisting of various size and types of piping and pavements. Perform 24-hour stand-by duties as required for operations, maintenance, and safety of facilities.

REQUIREMENTS

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

A combination of education and experience and professional skills that best meets the needs of this position will be considered. Some considerations are:

- Ability to understand and follow orally communicated instructions.
- Ability to read and complete work orders, memos, basic written correspondence, and perform basic math calculations.
- Ability to reason and know when to make decisions and when to ask for instructions.
- Ability to operate complex machinery and equipment and drive motor vehicles safely and effectively.
- Knowledge of working hazards and applicable safety precautions; care and use of tools and equipment used in the installation and maintenance of storm sewer and paving systems.
- Ability to perform heavy manual labor in outdoor conditions of extreme heat and cold while in the presence of mechanical or natural hazards
- Basic knowledge of methods for installation and repair of storm sewers of various size and capacity, ditches, and confined space entry.
- Basic knowledge of installation, maintenance and repair of various paving systems and associated structures.
- Each employee of the City of Groves is identified by the City to be part of the emergency response team before, during and/or after any emergency or disaster. Essential personnel are required to work before, during and/or immediately after an emergency or disaster.

EDUCATION AND EXPERIENCE:

A combination of education and experience and professional skills that best meets the needs of this position will be considered. Some considerations are:

- High school diploma or equivalent required.
- One year of experience in the storm water conveyance or pavement construction fields preferred.

(Years of education/experience may be considered in selection process regarding minimum qualifications)

CERTIFICATES AND LICENSES REQUIRED:

- Valid Class "C" Texas Driver's License required.
- **Class A or Class B Commercial Driver's License preferred.**

COMPETENCIES:

- Coordinator Capacity.
- Technical Capacity.
- Communication Proficiency.
- Ethical Conduct.
- Time Management.

SUPERVISORY RESPONSIBILITY:

This position has some supervisory responsibilities.

WORK ENVIRONMENT:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This is largely an active role; therefore, this will require to be constantly commuting to different locations to perform the assigned job. Some lifting is required to transport the needed material for events.

POSITION TYPE/EXPECTED HOURS OF WORK:

This is a full-time, non-exempt position, with a 40-hour work week. Incumbent must have the ability to work flexible hours including holidays, evenings, and weekends, if needed. Participation in City sponsored special events, trainings, or meetings may be required.

MINIMUM QUALIFICATIONS AND REQUIREMENTS:

Associate degree in Business Administration or Administrative Assistant Certification preferred, or equivalent combination of education and experience. Requires the incumbent to hold current valid class "C" driver's license from the Texas Department of Public Safety with a satisfactory driving record.

AAP/EEO STATEMENT:

The City of Groves is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendment Act (ADAAA) the City of Groves will provide reasonable accommodations, upon reasonable request, to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Applications may be printed online and emailed to sgaspard@cigrovestx.com or picked up and dropped off at:

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