

**CITY OF NEWPORT
PUBLIC WORKS DEPARTMENT**

Job Title: Public Works Laborer

Reports to: Public Works Foreman

Nature of Work: Public Works Laborers perform a wide variety of duties associated with road maintenance, landscaping and minor construction projects for the Public Works Department. The job entails operation of power tools and equipment such as city vehicles, tractors, mowers, weed-whackers etc. This position may require some evening, weekend and holiday hours in addition to the regular work week.

Essential Job Functions:

- Perform roadside maintenance tasks including trash patrol, line striping, fire hydrant painting and traffic control.
- Conduct daily facility and landscaping maintenance tasks including mowing, weed-whacking, tree trimming, flower bed weeding/mulching and sweeping.
- Maintain high standards for health and safety at all times by utilizing personal protective equipment and attending trainings as directed by the Public Works Director.
- Be alert to equipment conditions and report any maintenance or repair needs to the Public Works Foremans promptly.
- Keep facilities and equipment secure at all times by unlocking and locking promptly when not in use.
- Respond to fire, pollution and other emergency events in accordance with established response procedures.
- Work collaboratively with city employees and other Public Works staff to ensure smooth operation of maintenance tasks.
- Maintain clear and positive communication with supervisors.
- Represent a positive image when interacting with the community and provide information and assistance whenever possible.
- Perform other duties as assigned.

Equipment Utilization:

Public Works staff may be asked to use power tools, lawn equipment, tractors, fire protection equipment, and City vehicles.

Minimum Qualifications:

Must be at least 16 years of age.

Must be, or able to become certified in CPR, First Aid & AED.

Must submit to and successfully pass a Criminal Record Check & Background Check.

Must possess a valid Driver's License or have other reliable method of transportation.

Knowledge, Skills and Abilities:

- Ability to communicate clearly and concisely, orally and in writing.
- Ability to deal effectively and diplomatically with the general public.
- Ability to perform duties without constant and direct supervision.
- Physical ability including endurance for prolonged standing, kneeling, lifting and pulling. Ability to lift 50lbs.
- Willingness to work irregular hours in an outdoor setting with limited equipment and facilities, and daily exposure to weather extremes including sun, heat, cold, rain, and animals such as spiders, snakes, aquatic species etc.

This institution is an equal opportunity provider and employer.

2/7/19