



WHERE CHARM AND ADVENTURE MEET

JOB DESCRIPTION

TITLE:	General Labor - Helper
DPARTMENT:	ROW/Parks/Cemetery
REPORTS TO:	ROW/Parks/Cemetery Super.
FLSA STATUS :	Non-Exempt
GRADE :	3
SALARY:	\$10.02/per hour - \$13.87

NATURE OF WORK

Help installation, maintenance, and repair workers in maintenance, parts replacement, and repair of vehicles, industrial machinery, and other mechanical equipment. Perform duties such as furnishing tools, materials, and supplies to other workers; cleaning work area, machines, and tools; and holding materials or tools for other workers.

ESSENTIAL JOB FUNCTIONS

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

1. The General Labor - Helper will work to promote positive public relations at all times for the City of Alva.
2. Assists with maintaining the building and grounds in a clean, efficient and orderly state. Assist in major repairs and installation of new materials, supplies, machinery and/or equipment.
3. Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
4. Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
5. Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
6. Talking to others to convey information effectively.
7. Understanding the implications of new information for both current and future problem-solving and decision-making.
8. Operates departmental vehicles, equipment tools as assigned.
9. May be required to work overtime, long hours and irregular shifts; work nights, weekends and holidays for extended periods; may be required to perform duties as part of the City's recovery force during emergencies and disasters.
10. Performs other job-related duties as assigned.

EDUCATION, TRAINING AND EXPERIENCE REQUIRED

High School education or GED preferred; Must be able to read, comprehend and speak the English Language at a 10th grade level.

SUPERVISORY RESPONSIBILITY

No supervisory responsibility required.

SPECIAL CERTIFICATES, REGISTRATIONS, LICENSES REQUIRED

Valid Oklahoma Driver's License and a clean driving record.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to understand and follow oral and written instruction;
- Watching gauges, dials, or other indicators to make sure a machine is working properly;
- Willing to work outdoors in all types of weather;
- Has ability to problem solve;
- Has a commitment to high quality work and attention to detail;
- Is a motivated self-started with the capacity to take full ownership of the position's duties;
- Embraces professionalism and behavioral characteristics to maintain the high standards of an environment committed to excellence and an honorable moral code of ethics;
- Willingness to accept fluctuating schedules;
- Has the ability to communicate with team members, other employees and the general public in a professional manner.

PHYSICAL/MENTAL REQUIREMENTS

Must lift, walk and carry light to heavy equipment and other items on a frequent basis. Must be able to read gauges and have sufficient color vision to distinguish types of utility locating markers. Must be able to climb ladders, crawl across pipelines, lift or carry 50 pounds while climbing ladder or steep banks. Must be able to turn gate valves with a breaker bar if necessary, which could require 20 minutes of cranking. Occasionally will be required to lift man hole covers weighing in excess of 50 pounds several times a day.

ENVIRONMENTAL CONDITIONS AND SAFETY CONCERNS

Major physical inconvenience or discomfort routinely present in the work situation. About 50-90% of the time the incumbent is outdoors, depending upon the assignment. Job requires the incumbent to be aware of and observe safe working procedures. Such hazards not limited to disease vectors, noxious odors, chemicals, or hazardous materials.

EQUAL OPPORTUNITY EMPLOYER

The City of Alva affords equal employment opportunity to all individuals regardless of race, color, national origin, sex, religion, age, disability status or genetic information. Persons selected for employment into any position must pass a drug test. Some positions may require passing an alcohol test. Previous employment and any additional experience will be subject to verification prior to employment processing. A driver's license and driving record check will be conducted if driving is a job requirement. A post offer employment fit for duty test may be conducted prior to job placement.
