



TOWN OF ATOKA
P.O. Box 505
334 Atoka-Munford Avenue
Atoka, TN 38004-0505
(901) 837-5300
(901) 837-0028 (fax)

Job Title

Public Works Laborer.

Reports To

Public Works Director.

Employment Status

Full-Time.

F.L.S.A. Status

Non-exempt.

Pay Range

\$10.00 per hour to \$15.00 per hour.

Definition

The employee is responsible for performing manual labor tasks of an unskilled or semiskilled nature in the areas of parks, sewer, streets, water, and wastewater. Duties also include other support services. The employee is under the close supervision of the Public Works Director or his designee where assigned. Instructions to the employee are detailed and specific. Perform related work as required.

Essential Duties and Responsibilities

- Cut grass and weeds.
- Remove debris from Town property.
- Load and unload dirt, gravel, trash, garbage, and other debris.
- Work as part of a construction crew in street repair, water line repair, and wastewater line repair.
- Clean, maintain, and service equipment and tools.
- Must perform heavy manual labor for extended periods.
- Frequently lifts objects weighing twenty-five (25) to fifty (50) pounds.

Other Duties and Responsibilities

- May be required to attend training classes.
- May be required to provide assistance to other municipal departments in the performance of their duties.
- May be required to work nights, weekends, and holidays.
- May be required to respond to emergencies within the community.
- Any other duties and responsibilities necessary in the performance of the job.

Equipment Operated

- Back hoe.

- Cellular telephone.
- Chain saw.
- Dump bed truck.
- Front end loader.
- Hand tools.
- Ladder.
- Lawn mower.
- Radio.
- Rake.
- Saw.
- Shovel.
- Tape measure.
- Telephone.
- Vehicle.
- Weed sprayer.
- Weed trimmer.
- Any other equipment necessary in the performance of the job.

Working Conditions

- Will be exposed to elements of nature including extreme heat, cold, rain, snow, and other unfavorable weather.
- Physical working conditions are such that minor abrasions, bruises, cuts, or burns may be encountered.
- Will be required to enter confined space areas.
- Will be exposed to dirt, dust, loud noises, noxious fumes, tobacco smoke, and unpleasant odors.
- Will be exposed to animals such as dogs, rodents, snakes, spiders, and etcetera.
- Will be exposed to other hazardous working conditions necessary in the performance of the job.

Usual Physical Demands

- Must be able to bend, crawl, stretch, stoop, twist, and walk.
- Must be able to climb frequently.
- Must be able to dig for extended periods.
- Must be able to enter and exit vehicles repeatedly.
- Must be able to lift seventy-five (75) pounds.
- Any other physical demands necessary in the performance of the job.

Required Knowledge, Skills, and Abilities

- Must have a working knowledge of the equipment used in general maintenance and construction work.
- Must have knowledge of occupational hazards and safety precautions.
- Must be able to carry out specific verbal instructions.
- Must be able to perform multiple tasks.
- Must be able to work under pressure.
- Must possess excellent interpersonal and customer service skills.
- Must be able to work independently and with a group.
- Must be able to establish and maintain effective working relationships with other employees and the general public.
- Must be detail oriented.
- Must be a team player.
- Must have integrity.
- Must have a positive attitude.

Qualifications

- Must possess a high school diploma or G.E.D. (associate degree is preferred).
- Must possess a valid State of Tennessee Driver's License.
- Must have two years experience in performing heavy manual work.

Employee Awareness

- Adheres to the Town of Atoka’s policies and procedures.
- Adheres to the Town of Atoka’s code of ethics.
- Adheres to the Town of Atoka’s conflict of interest guidelines.
- Adheres to federal and state laws and regulations regarding E.P.A., M.S.D.S., and O.S.H.A. compliance.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job, or to require that other, or different tasks be performed when circumstances change (i.e. emergencies, changes in personnel, changes in workload, and etcetera)

By signing below, I am verifying I have received, reviewed, understand, and agree with this job description.

Employee’s Signature

Date

Witness’s Signature

Date