



POSITION VACANCY NOTICE

City of Ketchikan

April 15, 2019

TITLE: TEMPORARY GENERAL LABORER			
DEPARTMENT:	KPU-ELECTRIC	DIVISION:	Electric
STATUS:	Temporary Full-Time	HOURS/DAYS:	Monday – Friday 8:30 AM – 4:30 PM
GRADE / STEP:	50%	DUTIES:	See attached job description
HOURLY:	\$20.23	UNION STATUS:	YES

SPECIAL REQUIREMENTS:

CLASS B DRIVER'S LICENSE REQUIRED; POSSESSION OF, OR ABILITY TO OBTAIN A FORKLIFT OPERATOR'S CERTIFICATE AND FLAGGER'S CERTIFICATE UPON HIRE.
POSITION WILL NOT EXCEED SIX (6) MONTHS

ADVERTISING REQUIREMENTS

POSITION IS OPEN UNTIL FILLED

WHERE: Local Only Statewide Pacific NW National

PUBLICATIONS: Ketchikan Daily News; Local Job Service; City Website

APPLICANT PROCESSING INSTRUCTIONS

FOR APPLICATION AND COMPLETE JOB DESCRIPTION CONTACT:
HUMAN RESOURCES (907) 228-5631 OR ON-LINE AT:

<http://www.ktn-ak.us/jobs>

CITY OF KETCHIKAN IS AN EQUAL OPPORTUNITY EMPLOYER

GENERAL LABORER – KPU

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under supervision, performs a variety of unskilled and/or semi-skilled maintenance, repair, and construction duties for assigned area within KPU; assists journeyman classifications in the performance of their assigned duties; and operates and maintains a variety of tools, equipment, and vehicles.

The position of General Laborer is intended to perform work that is not trade specific and to free other trades for more skilled work. The General Laborer shall perform the assigned duties in a manner, which will reflect positively on the City of Ketchikan, Ketchikan Public Utilities, and the Department.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Performs a variety of unskilled and/or skilled maintenance, repair, and construction duties for assigned area including maintenance of roads, culverts, ditches, and drains.
2. Operates brusher to clear brush around penstocks, roadways, substations, and buildings.
3. Performs a variety of construction, maintenance, and general cleaning duties as directed for the additional and/or upkeep of Ketchikan Public Utilities facilities; paints inside and outside of buildings including painting of machinery.
4. Operates power saws and/or a chipper to cut brush and falling trees for utility right-of-ways as well as in spillways and/or dams.
5. Loads and unloads materials at the landfill.
6. Cleans ditches and clears hydro intakes of debris as necessary.
7. Removes snow from entry ways and sidewalks as needed.
8. Operates a forklift to move waste oil drums within the oil containment area.
9. Assists in digging holes as directed.
10. Conducts traffic control when working in traffic areas; installs street barricades and cones prior to the performance of maintenance or repair activities; directs and controls traffic around work sites.
11. Assists journeyman in the performance of the assigned duties that are not trade specific.
12. Operates a variety of maintenance equipment and hand and power tools in a safe and efficient manner; maintains tools and assigned equipment.
13. Assists in performing special projects as required.
14. Provides courteous customer service; responds to questions and inquiries from the general public and staff regarding various maintenance projects; resolves customer problems or complaints.
15. Maintains cleanliness of assigned work areas and facilities.

16. Utilizes proper safety precautions related to all work performed.

17. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Basic operations, services, and activities of a general maintenance, repair, and construction program.
Basic methods and techniques of general construction, maintenance, and repair related to the area of work assigned.

Basic operational characteristics of maintenance and construction equipment and tools used in the area of work assigned.

Proper procedures used in the maintenance and repair of hand and power tools.

Basic practices and procedures of traffic control.

Principles and practices of record keeping.

Occupational hazards and standard safety practices.

Ability to:

Perform a variety of general maintenance, construction, and repair work in the area of work assigned.

Ensure safety around work areas in high traffic.

Perform a variety of tasks and heavy manual labor for extended periods of time and in unfavorable weather conditions.

Learn to operate a variety of vehicles and equipment in a safe and effective manner.

Learn to maintain and repair a variety of tools and equipment.

Ensure adherence to safe work practices and procedures.

Work independently in the absence of supervision.

Maintain records including time and material use records.

Understand and carry out oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Formal or informal education or training that ensures the ability to read and write at a level necessary for successful job performance.

Experience:

One year of general maintenance, repair, and construction experience.

License or Certificate:

Possession of a Class B driver's license.

Possession of a Flaggers certificate.

Possession of, or ability to obtain, a Forklift operator's certificate.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights. External contacts will be at a minimum and are generally of a routine nature.

Physical: Primary functions require sufficient physical ability and mobility to work in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Grade: 50%

Job Position Code: 39926 Electric
39927 Telecommunications

Union: Yes/ KPU

FLSA: Non-Exempt

Date Approved: December 27, 2005

Date Amended: 12/16/05

Date Amended: June, 2007 (*Johnson & Associates*)

Human Resources Manager Approval

City Manager Approval