



**POSITION VACANCY NOTICE  
CITY OF KETCHIKAN**

August 9, 2019

**SPECIFICS**

TITLE: TEMPORARY LABORER			
<b>DEPARTMENT:</b>	Public Works	<b>DIVISION:</b>	Garage
<b>STATUS:</b>	TEMPORARY Full-Time	<b>HOURS/DAYS:</b>	Monday – Friday 8:00 AM – 4:30 PM
<b>GRADE / PAY:</b>	344 / A	<b>DUTIES:</b>	See attached job description
<b>HOURLY:</b>	\$19.49	<b>UNION STATUS:</b>	YES

**REQUIREMENTS:**

**EMPLOYMENT OFFERS WILL BE CONTINGENT ON PASSING A PRE-EMPLOYMENT ALCOHOL AND DRUG SCREENING TEST. POSITION WILL NOT EXCEED THREE (3) MONTHS.**

**ADVERTISING REQUIREMENTS**

**Position is open until filled**

**WHERE:** Local Only  Statewide  Pacific NW  National

**PUBLICATIONS:** Ketchikan Daily News; Job Service; City of Ketchikan Website

**APPLICANT PROCESSING INSTRUCTIONS**

**FOR APPLICATION AND COMPLETE JOB DESCRIPTION CONTACT:  
HUMAN RESOURCES AT 228-5631 OR ON-LINE AT: <http://www.ktn-ak.us/jobs>**

**CITY OF KETCHIKAN IS AN EQUAL OPPORTUNITY EMPLOYER**

## LABORER

*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 on a casual, intermittent basis to temporarily relieve or augment the Public Works Department's regular work force; and operates and maintains a variety of tools, equipment, and vehicles.

The Public Works Department performs a variety of services for the community concerned with maintaining environmental quality and sanitation, preserving the City's capital investments, and providing safe, usable, and attractive public facilities. The Laborer performs the assigned duties in a manner which will reflect positively on the City of Ketchikan 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 unskilled manual labor such as sweeping and digging; and shoveling, lifting, tugging, pulling, and carrying heavy objects, material, and equipment.
2. Performs a variety of unskilled and semi-skilled tasks in relation to the repair and maintenance of City streets, including pavement, drains, stairways, traffic signs, and other structures.
3. Operates a variety of maintenance equipment and hand and power tools in a safe and efficient manner; maintains tools and assigned equipment.
4. Performs routine unskilled or semi-skilled work in carpentry, painting, or another construction trade.
5. 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.
6. Cleans City facilities; moves equipment, furniture, boxes, and supplies; may perform custodial duties in a City building or otherwise maintain and repair buildings and furnishings.
7. May perform some or all of the tasks normally assigned to employees in other Public Works job classifications including, but not limited to: Solid Waste Collector, Maintenance Technician, Wastewater System Operator, Building Maintenance Technician, and Solid Waste Facility Operator.
8. Provides courteous customer service; responds to questions and inquiries from the general public and staff regarding various maintenance projects; resolves customer problems or complaints.
9. Assists in performing special projects as required.
10. Maintains cleanliness of assigned work areas and facilities.
11. Utilizes proper safety precautions related to all work performed.

12. 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.  
Perform a variety of tasks and heavy manual labor for extended periods of time and in unfavorable weather conditions.  
Ensure safety around work areas in high traffic.  
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.  
Be available to report to work on short notice and work an irregular schedule.  
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:**

No experience is required, although some previous experience and demonstrated ability related to the area of assignment is preferred.

### **License or Certificate:**

Possession of a Class B driver's license. Some assignments may require a Class A Commercial Endorsement.

Possession of a Flagger 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 are normally routine, but may occasionally be stressful.

**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: 3-44

Job Position Code: 31413 Landfill

31415 Streets

31416 Wastewater

Union: Yes/GGU (Temporary Hire Only)

FLSA: Non-Exempt

Date Approved: April 17, 1995

Date Amended: June, 2008 (*Johnson & Associates*)

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Human Resources Manager Approval

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City Manager Approval