

**CITY OF FORT WAYNE JOB POSTING**

**Applicants and Employees must meet duties/essential functions and minimum requirements.**

Job Vacancy:	<b>Laborer A</b>	Department:	Street Department
Requisition Number:	2024094		
Hours:	6:30 a.m. – 2:30 p.m., 7:00 a.m. – 3:00 p.m. during leaf season, may vary as needed	Rate of Pay:	\$23.6038 per hour
Date Posted Up:	1/5/2024	Date Posted Down:	Until Filled
Time Up:	1:00 p.m.	Time Down:	

**SUMMARY**

Working under the moderate supervision of the General Foreman, incumbent performs semi-skilled labor required by the working group. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

- Assists in the repair and resurfacing of City streets;
- Assists in general clean-up work including street sweeping, leaf pick-up, snow removal and mowing;
- Receives, stacks and stores arriving supplies;
- Assists in the maintenance of alleys;
- Performs tasks requiring the use of hand tools, power tools and chipper box;
- Shovels, pushes and lifts heavy debris;
- Performs assigned duties which require pushing, pulling and reaching regularly for sustained periods and bending, twisting, climbing and lifting up to 50 pounds on a regular basis;
- Works under adverse conditions including extremes of temperature, humidity, precipitation with moderate exposure to dust;

**MARGINAL FUNCTIONS**

- Assists in the repair of City facilities;
- Maintains equipment, tools and work areas in a clean and orderly condition;
- Performs duties in accordance with the City's safety rules and operating regulations and practices;
- Reports irregularities and abnormal conditions;
- Assists in the training of other employees;
- Assists others in equal, lower, or higher classifications;
- Performs other duties as assigned.

**PERFORMANCE EXPECTATIONS**

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

## **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

- High School Diploma or GED;
- No experience is required;
- Ability to operate simple equipment;
- Ability to understand oral and written instructions;
- Ability to pass post-offer screen for this position.

## **LANGUAGE SKILLS**

Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.

## **MATHEMATICAL SKILLS**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Indiana driver's license. Ability to obtain a CDL A permit, and valid CDL physical within 30 days of hire, and the ability to obtain an actual CDL A license within 6 months of hire. A CDL A with tanker endorsement is preferred. Upon receipt of Indiana Commercial Driver's License (CDL), Class A/ individual must be able to maintain CDL certification. Incumbent must be 21 years of age or older to hold a CDL with the City of Fort Wayne.

## **PHYSICAL DEMANDS**

The physical demands described here 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 functions.

While performing the duties of this job, the employee performs moderately complex, relatively standardized tasks using necessary tools and equipment as required to perform work duties. Performs assigned duties which require pushing, pulling and reaching regularly for sustained periods and bending, twisting, climbing and lifting up to 50 pounds on a regular basis. Effort is exerted for sustained periods of time. Incumbent is normally standing or walking. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee has moderate exposure to dust, grease and extreme temperatures and severe weather conditions. The employee is occasionally exposed to extreme cold and extreme heat. The noise level in the work environment is usually loud.

Applications may be submitted on-line at [www.cityoffortwayne.org](http://www.cityoffortwayne.org) or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1<sup>st</sup> Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

**Equal Opportunity Employer**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.