

**CITY OF FORT WAYNE JOB POSTING**

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

Job Vacancy:	<b>Public Works Maintenance Laborer</b>	Department:	Traffic Engineering
Requisition Number:	2023107		
Hours:	7:00 a.m. – 3:00 p.m., may vary	Rate of Pay:	\$22.00 per hour
Date Posted Up:	1/25/2023	Date Posted Down:	Until Filled
Time Up:	10:00 a.m.	Time Down:	

**SUMMARY**

Working under the direction of the Public Works Maintenance Supervisor, incumbent will assist in completing maintenance tasks that support the Transportation Engineering, Right-of-Way (ROW), and Greenway Departments. 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 bridge maintenance, levee maintenance, ROW maintenance, Greenway maintenance, and equipment maintenance
- Assists in the maintenance of various locations within the City;
- Assists with data collection for Public Works assets including small structures, bridges, levees, right-of-way, and Greenway Trails;
- Performs brush removal/trimming, tree removal/trimming, invasive species removal, weed spraying, graffiti cleanup, hydroseeding repairs, debris removal, maintenance/upkeep of City green spaces, and small area mowing;
- Serves as warning flagger to guide or direct traffic around work areas;
- Operates a variety of hand and power tools, equipment, and mowers;
- Maintains tools and work area in a clean and orderly condition;
- Maintains maintenance materials and supplies inventory;
- Maintains accurate digital/electronic records to substantiate work completion and projection;
- Maintains good relations with the public; provides excellent customer service;
- Reports irregularities and abnormal conditions;
- Work on projects as needed and as directed by the Public Works Maintenance Supervisor.

**MARGINAL DUTIES**

- Performs other duties as assigned;
- May operate a one-ton and two-ton dump truck while pulling and backing a trailer.

**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**

Incumbent executes supervisory responsibilities in accordance with the organization's policies and applicable laws. From the direction of the Public Works Maintenance Supervisor, the incumbent's supervisory responsibilities may include training seasonal or new employees; assistance on maintenance planning, assigning, and directing work. Must be able to work independently and/or supervise seasonal staff on work assigned.

## **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 graduate or GED. Landscape background helpful/preferred.

## **OTHER KNOWLEDGE, SKILLS and/or ABILITIES**

- Communicates well both verbally and in writing; understands written and verbal instructions;
- Works in an indoor/outdoor environment year-round as required.
- Communication skills required
- Organizational skills preferred
- Some technical knowledge of maintenance work and equipment is preferred

## **LANGUAGE SKILLS**

The incumbent must have the ability to read and comprehend simple instructions, short correspondence and memos. The incumbent must have the ability to write simple correspondence. The incumbent must have the ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Incumbent has direct contact with supervisor and with co-workers, other staff members and the public to give and receive factual information about the work.

## **MATHEMATICAL SKILLS**

Ability to add, subtracts, multiply, and divides in all units of measure, using whole numbers, common fractions, and decimals.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. The incumbent must have the ability to deal with problems involving a few concrete variables in standard situations. Incumbent's work consists of simple, repetitive routine tasks with the ability to understand the work methods and use of equipment and machinery. The routine, repetitive, simple tasks are performed under close supervision. Incumbent's work instructions are specific and complete. Incumbent has no authority to deviate from instructions.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid Indiana Driver's License if City vehicle is used;
- Herbicide Training within 12 month period
- IMSA Work Zone Safety within 12 month period
- Chainsaw safety class with 12 month period
- First Aid & CPR training with 12 month period



**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 incumbent exerts effort regularly for sustained periods of time where strain may be very intense. Effort includes moderate lifting, pushing, pulling, reaching, bending and/or more than normal visual or hearing acuity. Work can be performed while in an abnormal sitting or standing position with moderate manual dexterity involved. Physical ability to perform assigned duties requires bending and twisting, climbing, and lifting up to 50 pounds on a regular basis.

**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 Incumbent will have moderate exposure to dust, grease, extreme temperature, noise, inadequate lighting, and inclement weather with occasional exposure to hazardous work conditions.

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.