



City of South Bend

Vacancy Announcement

Post Date: Thursday, May 7, 2015

Closing Date: Until Filled

PART TIME GENERAL LABOR

Category: Part Time

Department: Public Works/Bureau of Sewers

Reports To: Superintendent V/Job Leaders

Schedule: Varied; 29 hours/week between 6:30 AM-4:30 PM, Monday-Friday. Hours may vary depending on operational needs.

Pay Rate: \$11.00/hr.

Position: **SUMMARY**

Operates pick-up trucks; performs sewer maintenance and repairs; maintenance of facility building and grounds. Does related work as assigned under director of indirect supervision.

SUPERVISION EXERCISED

Not applicable.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Operate ½ ton truck.
- Operate compressor with air hammer and various hand-held tools including shovels, mowers and weed whackers for full shift.
- Maintain accurate written records.
- Must lift or assist in lifting 100 pounds.

NON-ESSENTIAL JOB FUNCTIONS

- Keep work area and equipment clean.
- Assume additional duties and responsibilities as assigned.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. 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 equivalent.
- Ability to read and write.

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

- Must have the ability to perform very strenuous work in extremely adverse weather conditions.
- Knowledge of work crew practices, basic safety and traffic rules and regulations
- Knowledge of safety hazards and precautionary measures.
- Able to use hand tools, shovels, etc., for a full shift.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must have current valid state-issued chauffer's license.

EQUIPMENT

Two-way radio, hand-held tools including compressor with air hammer, shovels, mowers, rakes, brooms, week whackers.

PHYSICAL DEMANDS

Ability to climb into truck beds, ability to lift up to 100 pounds, ability to push or pull equipment into position, ability to perform very strenuous work.

WORK ENVIRONMENT/PHYSICAL DEMANDS

Most if not all work to be performed occurs outdoors. Must be able to work in extremely adverse weather conditions and/or environment. Exposure to oil, grease, solvents and other chemicals that may be hazardous. This is a safety-sensitive position, subject to random testing for drugs and alcohol in accordance with City policy.

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.

TO APPLY

All applications for currently posted positions will be submitted online at www.southbendin.gov or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

Pre-Employment Drug Screen Required