



City of Helena
816 Hwy 52 East, Helena, AL 35080

Utility Department Laborer
Job Type: Full Time

Closing Date: Ongoing

All applications are at City Hall and must be turned in to City Hall attention Amanda Traywick

Salary Range: \$17.04 - \$21.59/hour

Description

Work involves manual labor, meter reading, installation and maintenance of water mains, valves, pipes, meters, and hydrants. Will need to be available at all hours of the day or night for emergency call outs. Assist more experienced personnel in the listed duties and responsibilities as directed.

Principle Duties

- Will need to live in very close proximity of Helena for being placed on call for after hours and weekend emergencies.
- Will need to be able to pass a physical & drug test prior to start date. Drug testing will be random after employment starts.
- Will need to be able to do heavy and medium physical labor in all weather conditions.
- Must have the ability to establish and maintain a good working relationship with other employees and the general public.
- Operate vehicles, trucks, and heavy equipment (May operate larger trucks with proper CDL license.)
- There will be lots of manual labor involved (shoveling, lifting, leak repairs, grass cutting & trimming for example).
- Must be flexible with work shifts as this can change at any time by supervisor.
- Lay, maintain, repair, connect, water mains and services.
- Tap into water mains, install and repair service lines, set and read water meters.
- Perform maintenance on system vehicles and supporting equipment.
- Assist in cut-offs and reconnect service and work orders.
- Maintain water distribution system to provide the best possible service for the customers.
- May be assigned other duties in other departments at any time or as needed.

Competency

To perform the job successfully, an individual should demonstrate the following competencies: Problem Solving - Identifies and resolves problems in a timely manner; Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Teamwork - Exhibit's objectivity and openness to others' views; Contributes to building a positive team spirit; Leadership - Inspires respect and trust; Ethics - Works with integrity and ethically; Upholds organizational values; Organizational Support - Follows policies and procedures.

Dependability - Takes responsibility for own actions; Professionalism - Treats others with respect and consideration regardless of their status or position; Quality - Looks for ways to improve and promote quality.

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/Experience

High school diploma or general education degree (GED) plus one-year related experience and/or training; or equivalent combination of education and experience in construction, equipment operation or commercial landscaping.

Language Ability

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Reasoning Ability

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

Certificates and Licenses

Valid Alabama Driver's License

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 is regularly exposed to work near moving mechanical parts and outdoor weather conditions. The employee is frequently exposed to work in high, precarious places, fumes, or airborne particles and toxic or caustic chemicals. The employee is occasionally exposed to risk of electrical shock and vibration. The noise level in the work environment is usually moderate.

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. The employee must frequently lift and/or move up to 80 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus. While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to sit and smell.

THE CITY OF HELENA IS AN EQUAL OPPORTUNITY EMPLOYER. It strives for the constant improvements to the public service by employing and developing the best qualified people available regardless of their race, color, creed, sex, political beliefs, national origin, age, or handicap.

FILING AN APPLICATION: Applicants whose completed applications are not received by the date and time specified above may not be considered.