



AMERICAN FORK CITY PERSONNEL DEPARTMENT

51 EAST MAIN, AMERICAN FORK, UTAH 84003

Phone: (801) 763-3000 ► Fax: (801) 763-3004 ► <http://www.afcity.org>

SEASONAL, PART-TIME EMPLOYMENT OPPORTUNITY

Opening Date: Monday, November 2, 2009

Closing Date: Open Until Filled

I. Position Title: Streets Department Laborer

FLSA Status: Seasonal, Part-Time, Non-Exempt

II. Summary Statement of Overall Purpose/Goal of Position: Under the general supervision of the Streets Department Supervisor or lead man, will perform skilled work pertaining to the maintenance and construction of city property, facilities, streets, etc.

III. Essential Duties:

- Operate various types of heavy, light and complex equipment used in the maintenance and construction of city property, facilities, streets; such as ten-wheeler trucks, backhoes, front end loaders, trenchers, crack sealers, snow removal and sanding equipment, weed mowers, sweepers, and hand tools.
- Perform light maintenance of all equipment used to ensure safety and efficiency.
- Perform asphalt/concrete repairs.
- Provide construction assistance to other city departments.
- Attend street maintenance training seminars.

IV. Other Duties:

- Perform other duties as assigned.
- Perform duties of similar complexity in any city department as required or assigned.

V. Qualifications:

Education: High School diploma

Experience and Training: Experience in dump truck operation, construction, or closely related area.

Certificates and Licenses: Valid Utah Driver's License and a Commercial Driver's License are required.

Knowledge of: Knowledgeable in materials, methods, techniques, and equipment used in construction, maintaining, repairing, and cleaning streets, sidewalks, curbs, and gutters, street signing, traffic control painting and traffic control devices.

Skill in: Inspecting equipment for safety and recommended operational levels; operating, cleaning, repairing and maintaining equipment as needed.

Ability to: Operate equipment of various kinds under varying conditions in the accomplishment of assigned tasks and the ability to perform strenuous labor for extended periods of time. Perform through proper delegation and ability to work with the Street Supervisor and the public.

Responsibility for: Great responsibility for the care, condition, and use of materials, equipment, vehicles and tools.

Communication Skills: Effective and respectful communication and interactions with other employees, supervisors, individuals from other organizations, and citizen customers.

Tool, Machine, Equipment Operation: Regular use of a City vehicle, use of computer, printer, and telephone.

Analytical Ability: Communicate effectively both verbally and in writing; follow written and verbal instructions and maintain effective working relationships with co-workers and the general public. Plan most efficient way to complete job assignment.

Supervisory Responsibility: None.

VI. Working Conditions: Requires physical strength and ability sufficient to perform heavy manual labor for extended period, sometimes under dirty and uncomfortable conditions and work is primarily performed outdoors in every kind of weather condition. Position requires a rotation in the Streets Department On-Call Program and a reasonable amount of around the clock availability for snow removal.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

Application and Selection Procedure: Individuals interested in this position must submit an American Fork City Application, cover letter with a detailed resume, including mailing addresses and telephone number of prior employers, and a list of three to five professional references to the American Fork City Human Resources Department, 51 East Main, P.O. Box 397, American Fork, Utah 84003.

Pay range is \$10.00 to \$12.00 an hour depending on experience/education.