

# *City of Gordon*

## **JOB DESCRIPTION & REQUIREMENTS (STREET MAINTENANCE)**

Title: Public Works Laborer

### **GENERAL RESPONSIBILITIES**

- Performance of daily tasks for successful operation of all duties assigned
- Ability to help perform all tasks associated with the Cemetery
- Self-motivated, shows initiative, can multi-tasks and sets goals
- Minimum of (40) hours per week; willingness to be in the rotation for Saturday/Sunday 'On Call' status (also, available nights, weekends, holidays, birthdays and early mornings for emergency situations)
- Depending on the situation and time of year: the ability to work outside of your department performing a variety of tasks such as: snow removal, storm damage clean-up, painting of parking lines, etc.

### **REQUIREMENTS**

- Be punctual & have dependable transportation, incl. a Valid Driver's License
- Mobile phone for off-site communication
- Prioritizes job tasks for the benefit of the City and departments involved
- Basic computer skills
- Maintains an organized and clean work area
- Professional conduct in appearance and attitude
- Ability to interact with all other City departments
- Ability to cooperate when supervised by others and/or guide others when needed
- Must be able perform a task from beginning to completion, either working on your own or in a team environment
- Establish a professional relationship with vendors and suppliers
- May be required to obtain certifications for Pesticides and a CDL license; as well as travel for continuing education hours

### **JOB TASKS**

- Building maintenance and repairs, construction, demolition, painting, fabrication, cutting/welding, trouble shooting
- Maintenance of equipment and vehicles
- Cleaning, organizing, inventory of supplies, tools, and equipment
- Heavy equipment operation, air compressor, jackhammer
- Pothole & pavement patching, concrete work, landscaping, tree trimming and removal, physical labor

- Pesticide and herbicide spraying and fertilizing
- Snow removal, mowing & weeding
- Maintain all snow removal equipment (non-motorized)
- Irrigation and sprinkler system repairs; vandalism and graffiti cleanup
- Assist with water and sewer system repairs
- Set-up and teardown of barricades for detour routes
- Installation and maintenance of Christmas lighting
- Electrical wiring & fencing
- Basic mechanical skills
- Locating grave site and headstone placements at the Cemetery
- Garbage and trash control

An application, including the complete job description, can be picked up at the Gordon City office, 311 N Oak Street, Gordon, NE, or by emailing the Gordon City Office at [gordon@gpcom.net](mailto:gordon@gpcom.net).

The application form can also be viewed and downloaded at the City website, [www.gordon-ne.us](http://www.gordon-ne.us).

The position will be open until filled.

All offers of employment are conditional upon successful completion of a background check and verification of eligibility to work in the United States.

*The City of Gordon is an Equal Opportunity Employer.*