

## **COTTAGE CITY – PUBLIC WORKS LABORER POSITION DESCRIPTION**

**General Statement of Duties:** The Cottage City Public Works Skilled Laborer is responsible for the general maintenance and repair of all public streets, storm sewers (using 311 to coordinate with PG County), public buildings, town parks, and other facilities of public trust. Assists with other municipal services functions and operations, including on-call duty.

**Distinguishing Features of the Position:** This position requires flexibility in skill sets, job assignments, and applied time. This position is appointed by the Town Commission and reports to the Town Manager.

### **Infrastructure Maintenance:**

- Performs department functions and operations, including Street maintenance operations; some snow removal; storm sewer maintenance coordination; and street sweeping.
- Performs full-depth patching or pothole filling.
- Performs basic carpentry such as drywall patch repair, basic power tool usage, etc.

### **Job Required, Knowledge, Skills, and Abilities:**

- Knowledgeably operates all department-controlled equipment and vehicles.
- Operates Bobcat, dump trucks, cement cutters, leaf machine, power wash/jets, and all other assigned equipment and vehicles.
- Periodically assists with the general repair and maintenance of all department-controlled equipment and vehicles.
- Responsible for performing tree care and maintenance.
- Uses any or all safety equipment provided to complete assigned tasks.
- Maintains a friendly and helpful working relationship with co-workers, citizens, and public officials.
- Performs any and all other tasks as assigned.
- Available for Town sponsored events on a scheduled basis and occasional weekend work or irregular hours as needed.
- Knowledge of maintenance and safe operation of equipment used by the Public Works Department.
- Ability and willingness to stay current with advanced technology through employer-provided training and/or formal classes.
- Ability to use computers.
- Ability to use small tools, including power tools.
- High school diploma or equivalent is required.
- Valid driver's license with a good driving record, is required.
- Knowledge of willingness to be trained on relative information of regulatory agencies: OSHA, DWD, MUTCD and DOT.

- Willingness to be CDL trained if requested.

**Work Environment:**

Working outside in the elements such as heat, cold, rain, and sun. Potential for high levels of pollen, dust, and other irritants typical with outdoor conditions and large maintenance garages. Potential to work at night laying salt during inclement conditions. Standing, walking, working, and driving around or within moving traffic. Working in a large maintenance shop with running equipment, loud noise, and hazardous or flammable chemicals. Work in confined spaces including but not limited to well catch basins, excavation sites and attics.

**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 essential functions. While performing the duties of this job, the employee is frequently required to use hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee is occasionally required to walk, sit, talk, or hear. The employee may be required to lift, pull and/or move 50 pounds for extended periods. Must occasionally lift, pull and/or move 100 pounds with mechanical and/or physical assistance. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Must be capable of periodic heavy stretching and pulling for extended periods of time.

**Selection guidelines:**

Formal applications, rating of education and experience, interview, and reference check. Job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description for the Public Works Skilled Laborer does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The commission will discuss range of compensation regarding hourly pay.

**Compensation** - \$17.00 per hour up to \$21.00 per hour.

**Job Types:** Full-time

**Benefits:**

- Retirement plan – employer match
- Dental insurance

- Health insurance
- Life insurance
- Vision insurance

**Schedule:** 8-hour shift.

**Work Location:** One location

To apply, email your resume to [townmanager@cottagemd.gov](mailto:townmanager@cottagemd.gov). All resumes must be received by March 1, 2023.