

JOB DESCRIPTION: Part-time Temporary Laborer

Position: Temporary Laborer

Duration of Employment: This temporary position will terminate when the Covid-19 Local State of Emergency (LSE) is lifted or in 6 months, or at Council's discretion, whichever is sooner.

Hours per week: Hours will vary from 25 – 30 hours per week.

Rate of Pay: \$12.00/hour

Benefits: None

Application Period: Applications will be received thru April 20, 2020.

Primary function of the Temporary Laborer: Roadside Maintenance Technician

City of Bristol roadside maintenance technicians perform various functions.

The major duties, tasks, and responsibilities that commonly make up the roadside maintenance technician job description are shown below:

- Ensure that landscape quality is not reduced and the right-of-way grass is monitored
- Ensure flower beds are fertilized and mulched
- Trim and prune shrubs and small trees
- Application of chemicals to control weeds and insects
- Work with and report to the supervisor daily to review the day's work
- Ensure inventory/purchasing procedures are followed
- Be open to receiving training for field needs, technique, equipment, etc.
- Run smooth operations, punctuality, safety, and quality control
- Perform maintenance and landscape tasks for the city
- Execute rights-of-way and lawn maintenance as directed, including picking up/clean-up of debris and trash
- Perform all duties of operations, which include trimming, mowing, edging, etc.
- Ensure proper use of equipment, including personal protective and safety equipment
- Attend to concerns or questions with citizens by forwarding them to the Supervisor
- Document time worked daily on provided forms or on method approved by management.
- Maintain a Daily Activity Report (DAR) detailing specific tasks completed daily.
- Ensure successful completion of all job site reports, including photo documentation
- Loading/unloading materials and equipment
- Clean and wash dirty equipment and return to the storage location
- Report broken or damaged equipment to management immediately
- Fill equipment, mowers, and can with fuel and fuel additive in preparation for the next day's work
- Adhere to all company policy.

Secondary Function of the Temporary Laborer: Water/Wastewater Distribution System Maintenance and Meter Reader Technician.

The major duties, tasks, and responsibilities related to the Water/Wastewater Distribution Maintenance and Meter Reader duties include, in part:

- Report to the Public Works Supervisor or his designated Assistant as may be required to fulfill overall system labor needs.
- The Laborer performs manual labor and learns to perform semi-skilled work in the maintenance, repair, and construction of the distribution system.
- The laborer will assist in reading water meters which requires adequate vision or corrective devices for reading, and ability to accurately read aloud/record meter readings.
- Perform duties under the direct supervision of the Supervisor or his designated Assistant.
- Works on water crew learning to perform manual labor in installing, repairing and maintaining water lines, valves, meters, pumps and water taps.
- Works on sewer crew learning to perform manual labor in installing, repairing and maintaining sewer lines, force mains, lift stations, manholes, and sewer taps.
- Provides manual labor to clean drying beds.
- Digs holes and ditches with shovel and other hand tools.
- Cleans and maintains tools.
- Responsible for keeping site and grounds at plants clean and neat.
- Responds to emergency calls at all hours.
- Performs work safely in accordance with departmental safety procedures and operates equipment safely. Reports any unsafe work condition or practice to supervisor.
- Performs other related and non-related duties as assigned, including cleaning/maintenance duties at Bristol City Hall.

Requirements – Skills, Abilities, Training, and Knowledge Required to Perform Essential Job Functions.

- GED or a High School Diploma preferred
- Prior lawn care/landscape experience preferred
- Must be able to complete appropriate reports and paperwork
- Ability to provide high-quality service
- Should be able to follow directions and process procedures
- Ability to work effectively with people of varying skill levels in a team
- Must be highly motivated and a quick learner, possessing a willingness to learn.
- Should be able to lift 60+ lbs. consistently

- Strong ability to pay attention to detail
- Should be able to keep composure while working
- Should be available to work a varied schedule (Saturdays/Sundays if called out) no matter the weather
- Should be able to stoop, stand, and bend for 8+ hours a day
- Should be able to demonstrate a strong knowledge of lawn care maintenance
- Must be 18 years of age or older
- Must possess a valid Florida driver's license
- Should possess excellent/good driving record
- Should have reliable transportation and an updated proof of insurance
- Ability to read, comprehend, and write in English.
- Ability to read aloud and accurately record a long string of numeric digits.
- Must possess adequate vision, or wear corrective vision aid(s), to accommodate water meter reading tasks.
- Experience operating or working alongside backhoe, loader, forklift, or related material handling equipment is highly desirable.
- Experience in using a zero turn mower, weed-eater, edger, hedge trimmer, chainsaw, bush-hog, and backpack blower highly desirable.
- Knowledge of basic construction and maintenance techniques and practices concerning water operations helpful.
- Ability to follow oral instructions promptly and accurately
- Ability to work in disagreeable conditions
- Ability to perform strenuous physical labor
- Ability to work as an effective team member
- Ability to establish and maintain harmonious working relationships
- Ability to complete projects in a timely manner
- Ability to conduct oneself in a respectful manner at all times
- Ability to refrain from using foul, improper, or disrespectful language on the job site

Work Environment:

Work is performed primarily in an outside environment. There is exposure to high equipment noise, chemical fumes, and foul odors. Field conditions outdoors are varying weather conditions, including varying low to high temperatures; walking/working on changing ground surfaces; and working/driving in various weather conditions. Laborer will be required to work in wet conditions at times working and in/or around water. Laborer may also be required to work in/near raw sewage using proper protective measures.

Special Requirements

Must pass a drug screening prior to employment, and be subject to drug screening randomly at any time and without notice. Must certify ability to perform the essential job functions. Should be immunized for Hepatitis B or be willing to receive the Hepatitis B immunization shot upon employment.

The City of Bristol is an Equal Opportunity Employer/Fair Housing/Handicap Accessible/Drug Free/Smoke Free Workplace.

THE CITY OF BRISTOL IS NOW ACCEPTING APPLICATIONS TO FILL 2 PART-TIME TEMPORARY LABORER POSITIONS

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Rate of Pay: \$12.00/hour

Benefits: None

Application Period: Applications will be received thru April 20, 2020.

Primary function of the Temporary Laborer: Roadside Maintenance Technician

Secondary Function of the Temporary Laborer: Water/Wastewater Distribution System Maintenance and Meter Reader Technician.

Duration of Employment: The temporary laborer position(s) will terminate when the Covid-19 Local State of Emergency (LSE) is lifted or in 6 months, or at Council's discretion, whichever is sooner.

The detailed Job Description and the Employment Application are both located on the City of Bristol's website at cityofbristolflorida.org under Online Resources, Job Opportunity tab. If you do not have access to the internet, you may call Robin Hatcher, City Clerk at (850) 643-6089 during regular business hours to pick up an application from City Hall.

Applications may be returned directly to City Hall by dropping in the drop-box in an envelope clearly marked "Application for Employment", by fax: (850) 643-4525, by email: rmh.cityofbristol@fairpoint.net with Subject Line: Employment Application, or you may complete the Online Employment Application found on the City's website and submit directly from the website.

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