

CITY OF MANITOWOC

Department of Public Works

Streets Skilled Laborer

Primary responsibilities include skilled work of a varied nature concerning projects involving maintenance and reconstruction of sewers and streets. Lift station experience a plus. Heavy equipment operation and heavy labor involved. CDL and submission to DOT drug and alcohol testing program required. This is a full-time union position with benefits. The 2007 starting rate is \$16.82 per hour. \$21.01 per hour after 4 yrs. Applications and a complete job description may be obtained from and must be submitted to Personnel, City of Manitowoc, 900 Quay Street, Manitowoc, WI 54220. (920) 686-6994 **Deadline for applications is 4:30 p.m. Thursday, May 8, 2008.** The City of Manitowoc is an Equal Opportunity Employer and does not discriminate on the basis of disability status in access to or treatment of employment, or in its programs, services or activities.

**CITY OF MANITOWOC
POSITION DESCRIPTION**

POSITION TITLE:	<u>SKILL I LABORER</u>
DEPARTMENT:	Department of Public Works
STATUS:	Full Time Union Hourly
POSITION REPORTS TO:	Dept. of Public Works Supervisors
DATE OF DESCRIPTION:	May, 2007

SUMMARY:

The employee in this position performs skilled work of a varied nature concerning projects in the reconstruction and repair of sewers and streets.

ESSENTIAL FUNCTIONS include the following:

Relay sanitary and storm sewers; install mini-sewers; lift station maintenance; reconstruct manholes and catch basins; pump during flooding conditions or emergencies; lamp and dye sewers; lay hot mix; rake blacktop; dig out and repair ditches in streets; prime and/or prepare streets for seal coating; crack filling; perform work on railroad transitions; set concrete forms; pour, strike off and finish concrete; snow plowing and shoveling; maintain docks, harbors and bridges; install and repair guard rails.

QUALIFICATIONS:

Good knowledge of procedures, equipment and skill needed to operate various pieces of equipment including but not limited to trucks with air brakes (with and without plowing attachments), compressors, jack hammers, tractors, concrete saws, hand saws, mowers, and leaf loaders; knowledge of sewer systems; ability to understand and follow oral and written instructions; dependability; ability to read blueprints; ability to maintain and repair lift station pumps and motors; ability to make minor repairs to equipment; experience in construction industry, roads and sewers, and working with blacktop, concrete and pipe laying; experience in operating equipment involved in road construction and maintenance; prior training in confined space entry procedures preferred; must be physically able to perform all essential job functions, including those consisting of heavy labor, with or without reasonable accommodation; high school degree or equivalent or technical training; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Employee also must submit to a pre-employment drug test and participate in federally mandated DOT random drug testing program.

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, blueprints, government regulations and procedure manuals. Ability to complete routine paperwork. Ability to effectively present information to other employees and supervisors.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate figures, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to apply situational reasoning ability by exercising good judgment in the implementation of work orders.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess valid Commercial Drivers License with ability to operate vehicle with air brakes, or be able to obtain within short period of time.

PHYSICAL DEMANDS:

The physical demands described 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.

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; stoop, kneel, bend, carry, twist, crouch or crawl; talk and hear. The employee is occasionally required to sit, climb, balance, taste or smell, and may be required to work in high places. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee may be required to use a respirator, either half mask or full mask, or a dust mask. The employee must be able to adjust from one schedule to another at short notice and be able to maintain attention to task in overtime situations.

ENVIRONMENTAL ADAPTABILITY:

In the performance of this position, the employee will be subject to outside weather conditions which may include extreme cold, extreme heat, wet and/or humid conditions and wind. The employee may be required to negotiate semi-rough or rough terrain. The noise level is generally

moderate but may be quite loud, depending on equipment used or work being done in the area. The employee is frequently exposed to moving mechanical parts and vibration and may be exposed to fumes, airborne particles, and toxic or caustic chemicals. The employee must be able to perform work in confined spaces once properly trained to do so.

FUNCTION OF POSITION DESCRIPTION:

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

(f) Describe any education or training you have had which is not covered above, such as vocational school, correspondence courses, service schools, in-service training, or volunteer work which you feel is **relevant to the job for which you are applying**. Also include relevant licenses or certificates.

10. Have you ever been convicted of any violations other than minor traffic violations? Yes No
If yes, please indicate what you have been convicted of, when and where. (Convictions are not an absolute bar to employment and will be considered only if there is a substantial relationship to the circumstances of this job or if the bondability is at issue.)

If there were extenuating circumstances of which we should be aware, please state them:

11. List three (3) professional references:

(Name)	(Address)	(Phone)

12. List any organizations to which you belong or have belonged and any honors or awards you have received which you regard as **relevant to the job for which you are applying**:

13. Provide a complete description of your work experience, starting with your most recent job, including service in the armed forces. For part-time work, show the average hours per month. Indicate any changes in job title under the same employer as a separate position.

EMPLOYER #1	Dates Worked: From:	To:
Employer:		
Address:		
Phone:		
Title Held:		
Job Duties:		
Supervisor:		
Reason for Leaving:		

EMPLOYER #2	Dates Worked: From:	To:
Employer:		
Address:		
Phone:		
Title Held:		
Job Duties:		
Supervisor:		
Reason for Leaving:		

EMPLOYER #3	Dates Worked: From:	To:
Employer:		
Address:		
Phone:		
Title Held:		
Job Duties:		
Supervisor:		
Reason for Leaving:		

EMPLOYER #4

Dates Worked: From: To:

Employer:

Address:

Phone:

Title Held:

Job Duties:

Supervisor:

Reason for Leaving:

14. May we communicate with your present employer? Yes No

The above information is true and complete to the best of my knowledge. Any misrepresentation or false statement contained hereby may be considered cause for possible dismissal. The City of Manitowoc has my permission to obtain all necessary information from the references I have listed, or any other sources, concerning my prior employment. I release all parties from any possible damages resulting from disclosing such information with or without prior written notice to me.

Dated this _____ day of _____, _____.

(Signature)

The City of Manitowoc is an Equal Opportunity Employer and does not discriminate on the basis of disability status in access to or treatment of employment, or in its programs, services or abilities.

If accommodation is needed at any time during the hiring process, please notify the Personnel & Safety Coordinator as soon as possible at 686-6994 or TDD 686-6552.

AUTHORIZATION AND ACKNOWLEDGMENT FOR EMPLOYMENT WITH THE
CITY OF MANITOWOC

I certify that the answers given by me in this application are true and correct without omissions of any kind. I understand that any misleading or incorrect statements may render this application void. If I am employed and it is subsequently discovered that any answer given by me is incomplete, misleading or incorrect, I may be terminated. I agree that the City of Manitowoc shall not be held liable in any respect if my employment is terminated because of false, incomplete or misleading statements, answers or omissions made by me in this application.

I also authorize pertinent companies, schools, agencies, municipalities or persons to give to the City of Manitowoc any information requested by employment, character, experience and qualifications and/or suitability for employment with the City of Manitowoc including a check of my fingerprints and police record for the purpose of considering my suitability for hire. I hereby forever release, discharge and covenant not to sue any person or organization for any result of providing, obtaining or acting upon such information. I understand that such information is sought with confidentiality and will not be released to me in any form whatsoever.

In addition, a copy of this authorization is as valid as the original and should be recognized as such.

I further understand that I may be asked to undergo a physical examination following an offer of employment, which may include substance abuse screening, prior to an appointment to a position with the City of Manitowoc. Refusal to participate will result in the rejection of my application.

Applicant's Signature

Applicant's Printed Name

Date

THE CITY OF MANITOWOC IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT
DISCRIMINATE ON THE BASIS OF DISABILITY STATUS IN ACCESS TO OR TREATMENT OF
EMPLOYMENT, OR IN ITS PROGRAMS, SERVICES OR ACTIVITIES.

Note: This information will not be shared with those individuals involved in the interviewing process. Detach this page and return to the City Attorney's Office.

ADDITIONAL EMPLOYEE INFORMATION

DATE: _____ NAME: _____
Last First Middle
JOB TITLE: _____
DEPT: _____

The Following Information Is Not Requested On Our Employment Application

PLEASE COMPLETE THE FOLLOWING FOR INCLUSION IN YOUR PERSONNEL FILE:

1. Date of Birth: _____
Month Date Year

Driver's License Number: _____

2. RACIAL/ETHNIC IDENTIFICATION: Check that which most accurately describes your sex and racial/ethnic identity. (Select Only One.) Please note that, if necessary, verification must be provided.

White, not Hispanic origin – Persons having origins in any of the original people of Europe, North Africa, or the Middle East.

A. Male F. Female

Black, not Hispanic origin – Persons having origins in any of the Black racial groups of Africa.

B. Male G. Female

Hispanic – Persons of Mexican, Puerto Rican, Cuban Central or South American, or Spanish culture or origin, regardless of race.

C. Male H. Female

Asian or Pacific Islander – Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Sub-continent, or the Pacific Islands. (For example, China, India, Japan, Korea, the Philippine Islands and Samoa.)

D. Male I. Female

American Indian* or Alaskan Native – Persons having origins in any of the original peoples of North America who maintain cultural identification through tribal affiliation or community recognition.

E. Male J. Female

*Name of Tribe: _____

*Agency or reservation where tribal enrollment records are kept: _____

3. The City of Manitowoc does not allow immediate family members to supervise another family member in the

work environment except as may be allowed by the common council. In other circumstances, family members may be barred from working together for reasons of safety or security or other business as necessity.

Are any members of your immediate family Supervisors in the department for which you are applying for employment? Yes No

If yes, please specify:

Name: _____

Relationship: _____

Position: _____

Other Comments: _____