

CITY OF HELENA



Position Title: Shop Laborer

Department: Public Works

Division: Fleet

Grade: 120

FLSA: Non-Exempt

The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Purpose:

The purpose of this position, under general supervision of the Fleet Superintendent, is to perform a variety of tasks in support of the organizational unit to which assigned. The work will consist of manual labor inside the facility as well as outdoors during inclement weather. The work of this position will involve public contact, basic clerical tasks, and the operation of light duty vehicles all in support of the Division.

Essential Duties: *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

The position is the general laborer for the Fleets Division and will assist in a variety of unskilled manual tasks. The position must work quickly, productively and safely without error and consistently meet the production goals as set by the Superintendent. Duties associated with this position will include operating City vehicles; performing general maintenance and clean-up duties such as lawn mowing and weeding, tree trimming, picking up garbage in and around shop complex, snow shoveling, sweeping, mopping, painting of facilities, unloading cargo deliveries and lifting heavy objects throughout the day. The incumbent may assist mechanics with vehicle and equipment service and repairs. Other duties may include processing invoices and work orders, keeping track of inventory, ordering and retrieving parts and supplies and providing assistance when needed.

Essential Knowledge, Skills and Abilities Related to this Position:

Knowledge of:

- Perform general clerical work involving the use of independent judgment and personal initiative.
- Modern office practices, methods and computer equipment.
- Principles and procedures of record keeping.

Skill or ability to:

- Learn the procedures and functions of assigned position.
- Learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- Maintain positive attitude, be a self-starter and self-motivated.
- Operate a variety of common hand and power tools.
- Operate motor vehicles and equipment in a safe manner.
- Understand and follow oral and written instructions.

Physical Demands:

The position requires the ability to perform manual labor in adverse weather conditions. The incumbent may perform a variety of physical activities including standing for extended periods of time, lifting, shoveling, pushing, pulling, climbing and crawling. The position must have the ability to see, stand, walk, hear, drive, and lift up to 75 pounds. The incumbent may be exposed to electrical and chemical hazards. The position may, at times work in a dusty, dirty and unpleasant smelling environment and/or confined spaces.

Minimum Qualifications (Education, Experience and Training):

This position requires a minimum of a high school diploma or equivalent and at least one year of responsible general laborer work experience. Other relevant combinations of education and work experience may be evaluated on an individual basis.

License or Certificate:

Must possess a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver's license within six months of hire.

Supervision Received:

Supervised by Fleet Superintendent

Supervision Exercised:

None

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.