

POSITION AVAILABLE

PUBLIC WORKS LABORER

The City of Henderson, Tennessee will be accepting applications for the position of Public Works Laborer until Friday, February 23, 2018. Residence within Chester County is required within one year after employment. Applications and Job Descriptions may be picked up at Henderson City Hall at 121 Crook Ave., requested by phone at (731)983-5000 or on the city website at www.hendersontn.org.

The City of Henderson is an Equal Opportunity Employer. It is the policy of the City of Henderson not to discriminate on the basis of race, color, national origin, age, sex or disability in its practices, programs, services or activities.

CITY OF HENDERSON, TENNESSEE

JOB DESCRIPTION – PUBLIC WORKS LABORER

POSITION: **Public Works Department Laborer.** A Public Works Laborer will perform his/her duties under the direct supervision of the Public Works Director and his/her department supervisors.

FLSA STATUS: Non-Exempt - Hourly.

SALARY: Starting ----- \$ 11.44 per hour **
After 6 months probation ----- \$ 12.26 per hour **
After 1 Year of Employment ---- \$ 13.10 per hour **
After 2 Years of Employment --- \$ 13.92 per hour **
After 3 Years of Employment --- \$ 14.72 per hour **
After 4 Years of Employment --- \$ 15.57 per hour **
After 5 Years of Employment --- \$ 16.56 per hour **

** Based on Pay Scale July 1, 2017 (may be amended by city board at any time)

MINIMUM QUALIFICATIONS/EXPERIENCE:

1. Must have a Valid Tennessee Drivers License. Must obtain a Class B CDL license with air brake endorsement within 12 months of hire.
2. Must be able to speak, write, and understand English.
3. Must be able to abide by City Drug Testing Regulations and Personnel Regulations.
4. Must have a High School Degree or GED.
5. Must be capable of using common sense problem solving to deal with situations.
6. Must maintain a neat, clean appearance.
7. Must establish and maintain an effective working relationship with the public and other employees.

RESIDENCE REQUIREMENTS: Must be a resident of Chester County or become a resident within one year from the date of employment. The employee's residence must be maintained within Chester County at all times during employment with the city.

PRIMARY JOB DUTIES: Job duties of a Public Works Department Laborer are varied and change on a regular basis. Many of the regular duties are listed below but due to the needs of the city and its residents, workers are regularly asked to perform duties that are not contained on the list.

Sanitation Collection: Must be able to ride the rear of the Sanitation Truck from stop to stop. Step down from vehicle, lift garbage cans and bags and dump or place them in the rear of the truck. Employee will use a variety of hand tools such as a shovel, rake, scoop and other small tools to pickup loose refuse when needed. Must help the truck driver prepare the truck for the daily route including checking fluids, tires, etc. Must wash the sanitation truck. May be required to help with maintenance of truck and equipment. May be asked to drive the truck on the route when necessary CDL is obtained. Will be exposed to noxious odors, machinery with moving parts and high noise levels.

Street Department: Must use a variety of hand and power tools and motorized equipment to perform a variety of tasks in the street department including but not limited to: street sign installation, installing holiday decorations, brush removal and hauling, leaf collection, maintaining city owned building facilities and grounds including but not limited to city parks and the maintenance building, removal of dead animals, maintenance and washing of vehicles, street paving and maintenance, drainage ditch, curb inlet and drainage pipe maintenance, sidewalk and curb construction, minor concrete finishing, mowing and trimming of grass and weeds on city property and right of ways, painting, weed spraying and litter removal. Must help maintain and wash vehicles, trucks and equipment on a regular basis.

Must be able to operate when hired or willing to learn upon employment, the operation of mowers, weed trimmers, chainsaws, a variety of hand and power tools, pickup trucks, dump trucks, knuckle boom truck, bucket truck, tractors and backhoes. Will be exposed to noxious odors, machinery with moving parts and high noise levels.

Animal Control: Must perform a variety of tasks related to animal control including but not limited to: capture and containment of dogs, cats and sometimes wild animals, feed and water animals at pound, clean cages, trap wild dogs when needed, pickup and removal of dead animals, deal with the public concerning complaints about dogs running loose, abuse, etc., assist vet in putting animals to sleep and then bury as needed.

Emergency Response: Will be required to be On-Call on a rotating basis. Must remain within the area designated by the Public Works Director when on-call to respond to requests for assistance due to wrecks, fires, street cave in, weather conditions or any other emergency. Must respond even when not on-call to any form of severe emergency. Shall call the PW Director at anytime during emergencies or prior to pending emergencies to receive instructions on whether his/her services are needed. These can include: severe thunderstorms, tornados, earthquake, ice storm, flood, wreck, train accident, fire or severe power failure. May be asked to assist other city departments, county governments or other municipalities during emergencies.

Other: Any other tasks assigned by the Public Works Director, the Mayor or the Board of Aldermen.

WORK SCHEDULE OF THE DEPARTMENT:

Normal Schedule: Monday – Friday 7:00 AM to 4:00 PM

With an unpaid 1 hour Lunch Break 12 Noon to 1:00 PM

Employee will be required to work some Overtime as needed.

Employee must be willing to be On-Call to respond to after hours emergency calls on a rotating basis.

Work Schedule may be adjusted by the Public Works Director, the Mayor or the Board of Aldermen.

PHYSICAL REQUIREMENTS:

1. Must be able to perform heavy manual labor for extended periods of time, outdoors under dirty, wet, hot and cold weather conditions.
2. Must be able to lift repetitively, carry and dump up to 75 pounds or more in multiple job tasks including lifting cans and bags of garbage.
3. Must be able to squat, bend, walk, stoop, dig and lift repetitively throughout the workday.
4. Must be able to safely ride the rear of the sanitation truck by holding on to the handrails.
5. Must be able to operate a variety of motor vehicles and large trucks, tractors, backhoes, mowers, weed trimmers, chainsaws and miscellaneous hand tools.

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Revision: FEB 2018



PO BOX 68 ~ 121 CROOK AVENUE
 HENDERSON, TENNESSEE 38340
 PHONE: 731-983-5000~FAX: 731-983-5050

Position Applied for: Public Works Laborer

Deadline for Application: February 23, 2018 @ 4:00

APPLICANT INFORMATION					
Last Name		First		M.I.	Date
Street Address				Apartment/Unit #	
City		State		ZIP	
Phone		E-mail Address			
Cell Phone No:		Drivers License No & State:			
Date Available		Social Security No.			
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?		
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain		
Do any of your relatives work for the City of Henderson?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, state name and relationship		
Are you currently employed?	YES <input type="checkbox"/>	NO <input type="checkbox"/>			
Are you currently on "lay-off" status and subject to recall?	YES <input type="checkbox"/>	NO <input type="checkbox"/>			
EDUCATION					
High School		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
College		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Other		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree

MILITARY SERVICE

Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain		

PREVIOUS EMPLOYMENT

Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous employer for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous employer for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous employer for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

Describe any specialized training, apprenticeship, job-related skills and qualifications acquired from employment or other experience.

List professional, trade, business, civic or extra-curricular activities and offices held.

REFERENCES

Please list three professional references.

Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

City of Henderson is An Equal Opportunity Employer

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age disability, marital or veteran status, or any other legally protected status.

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. I hereby authorize a complete background check of my criminal record, employment history and my credit history.

This application for employment shall be considered active only until the position is filled. Any applicant wishing to be considered for employment beyond this time period should complete a new application for that position.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. I understand also, that I am required to abide by all rules and regulations of the employer.

Signature

Date