



# City of Mountain Home

720 SOUTH HICKORY • MOUNTAIN HOME, ARKANSAS 72653

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www.cityofmountainhome.com

## STREET DEPARTMENT

### City of Mountain Home – Job Announcement

The City of Mountain Home is an Equal Opportunity Employer – we will make any reasonable accommodation necessary to ensure equal employment opportunities

- 1) A criminal background check is required for all City of Mountain Home positions.
- 2) The City of Mountain Home does not accept unsolicited resumes.
- 3) A separate application must be submitted to apply for another open position in the City.
- 4) Only completed applications with work history will be accepted.
- 5) A resume may accompany the City application but will not be substituted for any part of the application.
- 6) Accompanying resumes must refer to the specific job posting in order to be considered.
- 7) Applications must include complete work history and references.
- 8) Applications will not be accepted by fax.
- 9) Interviews will be set up by the Department.

#### POSITION DETAILS:

<b>Date Posted:</b> 10/21/2019	<b>Department:</b> Street	<b>Title:</b> Laborer II
<b>Posting Expires:</b> UNTIL 4 POSITIONS FILLED	<b>Location:</b> Street Department	<b>Grade &amp; Status:</b> Grade 3 FT
<b>Contact Phone:</b> 870-425-4708	<b>FLSA:</b> Non-Exempt	<b>Salary Range:</b> \$10.57 – 14.49
<b>DAYS &amp; HOURS OF OPERATION:</b>	<b>7:00am – 3:30pm Monday – Friday</b>	

**WHERE TO APPLY** (in person or via us mail): Street Department – **2903 HWY 201 N**  
Mountain Home, AR 72653

#### JOB NOTICE -

APPLICANTS MUST BE 18 YEARS OF AGE OR OLDER. APPLICANTS MUST MEET OR EXCEED ALL REQUIREMENTS.

#### DESCRIPTION

**TITLE:** Laborer 2

**GRADE:** 3 – FLSA NON-EXEMPT

**DESCRIPTION:** The work of this position involves performing the manual labor necessary to accomplish the construction and maintenance tasks of the Street Department.

#### **SPECIFIC JOB DUTIES AND RESPONSIBILITIES:**

- 1) Performs road maintenance duties, such as cutting holes and patching with asphalt.
- 2) Drives a pickup truck as needed.
- 3) Performs street and ditch maintenance duties such as cutting and clearing trees and brush.
- 4) Performs other related duties as assigned.
- 5) When the employee is assigned to operate vehicles or equipment, the employee is responsible for checking of all fluid levels in the engine and hydraulic systems, visual
- 6) inspection of all belts, hoses, tires, and pivot points of the equipment.
- 7) Employees may be required to work any time of day or night during emergency situations.
- 8) Performs other related duties as assigned.
- 9) Fabricates traffic signs.
- 10) Erects guide, warning, regulator and street signs, inspects existing signs and replaces any that are damaged or defective.
- 11) Paints curbs and sign posts, and stripes roads.
- 12) Clears brush at intersections and from around signs.

- 13) Removes snow and ice from the roads when necessary.
- 14) Operates mower along the city's right-of-way.
- 15) Employee is responsible for checking all fluid levels in the engine and hydraulic systems, visual inspection of all belts, hoses, tires and pivot points of the vehicles and/or equipment that is assigned to said employee.
- 16) Performs other related duties as assigned.

**SPECIFIC KNOWLEDGE, SKILLS, ABILITIES OR EDUCATION:**

- 1) Knowledge of departmental policies and procedures.
- 2) Skill in following oral directions.
- 3) Skill in the use of tools such as shovels, jackhammers, chainsaw, picks, etc.
- 4) Skill in performing general maintenance and construction duties.
- 5) Skill in driving.
- 6) Skill in maintaining good relations with co-workers and the public.

**IMMEDIATE SUPERVISOR:** The Foreman assigns work in terms of general instructions. Verbal instructions concerning procedures for accomplishing tasks are given before and during the course of work. Completed work is reviewed for compliance and propriety of final results.

**WORKING CONDITIONS:** Work is performed inside the facility or outdoors where the employee may be exposed to inclement weather. Work also exposes the incumbent to dust, dirt, grease, irritating chemicals and machinery with moving parts.

**PHYSICAL DEMANDS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions and expectations. While performing the functions of this job, the employee is regularly required to talk or hear.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions and expectations.

**MINIMUM QUALIFICATIONS:**

- 1) Employee should know and understand the city safety policies and procedures, department rules and regulations.
- 2) The ability of the employee to understand general work-orders and instructions from the supervisor, which may require the employee to use common sense judgment.
- 3) The ability to sit, stand, walk, stoop, bend, crouch, climb and lift light and heavy objects. The employee must use tools and equipment which require a high degree of dexterity.
- 4) The ability of the employee to read, write and perform mathematical calculations at t level commonly associated with the completion of high school or equivalent.

**The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and/or requirements.**

**EMPLOYEE ACKNOWLEDGEMENT:**

This job description in no way states or implies that these are the only duties to be performed by this employee. Employee will be required to follow any other instructions and to perform any other duties requested by his or her supervisor. I acknowledge that I have read, understand and accept the job description outlined above.

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Employee Signature

\_\_\_\_\_  
Date signed

**THE CITY OF MOUNTAIN HOME IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.**

  
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Hillrey Adams, Mayor

PUBLIC NOTIFIED VIA:

KTLO RADIO

CITY BULLETIN BOARDS

WORKFORCE SERVICES

CITY WEBSITE