



Town of Capitol Heights

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NEIGHBORHOOD SERVICES DEPARTMENT

JOB ANNOUNCEMENT

TITLE: PUBLIC WORKS GENERAL LABORER I

FLSA Status: Nonexempt

SALARY: Based on experience

Status: Full-time **Hours:** 7:00am to 3:00pm Monday thru Friday; Including some weekends

GENERAL JOB DESCRIPTION: This is an entry-level manual labor position requiring limited skill or experience. Individuals in this position perform a variety of general manual labor tasks under direct supervision which may include trash pickup and removal, and street, sidewalk, park and/or building maintenance. Work assignments may also include heavy laboring and various semi-skilled and skilled tasks essential to municipal buildings, public works and utility operations using a wide variety of power, pneumatic and hand tools. Assignments also include snow and ice control operations, cleaning and seasonal maintenance around the facilities.

Essential Duties and Responsibilities:

- Mows grass, weeds and clears brush as needed. Rakes and picks up refuse, leaves and other debris around the facilities.
- Clears and shovels snow. Spreads calcium/salt on the sidewalks, parking lots, steps, and other areas.
- Assists in the installation, maintenance and repair of light plumbing, carpentry and masonry needs in the facilities.
- Assist with and conduct landscaping around facilities and thru out the Town.
- Conduct and assist with court ordered and deemed nuisance abatements.
- Ability to use small tools, including power tools.
- General maintenance on mowing equipment including lawn mowers, trimmers, weed eaters, and sprayers.
- Assists with preparing, maintaining and performing job site and work safety practices
- Maintains a friendly and helpful working relationship with co-workers, citizens, and public officials.
- Is subject to respond to emergencies after normal working hours.

QUALIFICATIONS:

- Applicants for this position must have graduated from high school or have earned a graduate equivalent diploma (GED)
- Have a working knowledge of how to care for, operate, and use tools and equipment effectively and efficiently.
- New hires and incumbents must possess a valid driver's license and have no offenses which would prohibit or restrict any insurance carrier providing coverage to the Town.
- Additional certification and licensing may be required.
- General knowledge of the layout and streets of the Town and the locations of frequently scheduled events throughout the Town.

Vivian M. Dodson Municipal Center
One Capitol Heights Boulevard, Capitol Heights, Maryland 20743
(301) 336-0626 Office ~ (301) 336-8706 Facsimile
www.capitolheightsmd.com



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Physical Requirements/Demands:

Physical Requirements refer to the requirement for physical exertion and coordination of limb and body movement.

- Work is performed indoors and outdoors and may involve exposure to varying weather conditions and temperatures and may include physical activities such as repeated bending, climbing, kneeling, reaching and lifting up to seventy-five (75) pounds on a recurring basis in order to perform duties in all structures in various types of weather.

How You Will Be Evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

In order to qualify for this position, your resume/application must provide sufficient experience and/or education, knowledge, skills, and abilities, to perform the duties of the specific position for which you are being considered. Your resume is the key means we have for evaluating your skills, knowledge, and abilities, as they relate to this position. Therefore, we encourage you to be clear and specific when describing your experience.

Failure to submit a complete application package will result in an ineligible rating and loss of consideration.

When the application process is complete, your complete application (resume, and all supporting documents) will be reviewed to determine if you meet the hiring eligibility and qualification requirements for which you requested consideration. You will be rated based on the information provided in your resume and responses to the questionnaire, along with your supporting documentation to determine your level of knowledge, skill, and ability related to the job requirements.

Generally, only best qualified candidates will be referred to the hiring manager. Sometimes well qualified and minimally qualified candidates are referred.

The hiring manager **may** choose to conduct interviews. If interviews are conducted, the panel would consist of an odd number of panelists.

You will be notified of our rating and referral decision. If you are referred, you will be notified when a hiring decision is made.

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Note: This Class description does not constitute an employment agreement between the Town of Capitol Heights and an employee and is subject to change by the Town as its needs change.

The Town of Capitol heights is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information.

Candidates are subject to completing a pre-employment screening and a background investigation. No phone calls please. For more information, check out our website at www.capitolheightsmd.gov

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