

The City of Forsyth is accepting applications for Public Works Laborer. Qualified applicants may download an application at [www.cityofforsyth.net](http://www.cityofforsyth.net). Applications should be submitted to Steve Jones via hand delivery at 483 Cabiness Road or via email to [sjones@cityofforsyth.com](mailto:sjones@cityofforsyth.com) or mailed to City of Forsyth, PO Box 1447, Forsyth Ga 31029. The City of Forsyth is an EOE and a Drug Free workplace. Salary is dependent upon qualifications and experience.

## **PUBLIC WORKS LABORER**

### **SUMMARY:**

This is routine, unskilled light to heavy manual labor performed under immediate supervision. Work assignments consist of light-to-heavy manual labor, depending upon the needs of the department; and employee may, on occasion, be required to operate automotive or related equipment. Normally work is closely supervised; however, routine tasks may be inspected upon completion only.

### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Patches pot holes, repairs/replaces signs as needed, flags traffic in work zones as needed.
- Paints and performs carpentry tasks when assigned.
- Cuts grass, trims trees, repairs yards, and cleans around public buildings and public areas.
- Operates light equipment when necessary.
- Assists other utility and/or street department employees in the performance of their assigned duties.
- Performs other duties as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of all safety aspects regarding equipment used to complete assigned tasks.
- Knowledge in the use of all tools and equipment necessary to complete assigned tasks.
- Skill in completing painting and construction projects safely and efficiently.
- Ability to use basic hand tools in the performance of the job.
- Ability to follow written and oral instructions.

### **MINIMUM TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:**

The Laborer shall possess the ability to read, write, and perform mathematical calculations at a level commonly associated with the completion of the eighth grade. The incumbent must possess a valid Georgia Driver's License. The incumbent must be able to pass a pre-employment drug screen, as well as random drug testing.

**SUPERVISORY CONTROL AND RESPONSIBILITIES:**

The Laborer has no supervisory responsibilities. The Laborer reports directly to the Team Leader.

**TRAVEL:**

The Laborer may be required to travel to a variety of locations within the region to pick up or deliver information or items to a variety of locations.

**GUIDELINES:**

The Laborer utilizes regulations and data set forth in accordance with the City of Forsyth Personnel Manual, and City Council guidelines. These guidelines are clear and specific, but require some interpretation in selection and application.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM  
ESSENTIAL JOB FUNCTIONS**

**LANGUAGE SKILLS:**

Ability to read, interpret, and communicate basic instructions and technical manuals. Ability to write and convey information through notes and other documents. Ability to speak effectively to communicate with co-workers.

**MATHEMATICAL SKILLS:**

Requires the ability to perform basic addition, subtraction, multiplication, and division.

**COMMUNICATION SKILLS:**

Must be able to communicate orally and in written form in order to give or obtain information and provide service. Contacts are typically made with other City employees.

**REASONING ABILITY:**

Ability to apply common sense and understanding to carry out instructions furnished in written and oral format. The incumbent must also possess the ability to deal with unique problems in standardized situations.

**PHYSICAL DEMANDS:**

The physical demands described here 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, sit, stoop, bend, lift, or carry heavy objects up to and exceeding 50 pounds.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed outdoors. Work has the potential to expose the employee to much noise, dirt, dust, grease, oil, irritating chemicals, and machinery with moving parts. Work may require the use of protective devices.