



City of North Charleston

Vacancy Notice

Position: Laborer
Department: Public Works
Pay Rate 103 (\$36,783 - \$56,139)

GENERAL STATEMENT OF POSITION

Under general supervision, performs semi-skilled and unskilled work in the maintenance, repair and construction of City facilities and grounds; assists in performing facility and grounds inspections. Performs related maintenance duties as required. **Full Job Description Attached.*

MINIMUM TRAINING, EDUCATION and/or EXPERIENCE:

Requires a high school diploma or GED equivalent supplemented by one to two years of relevant maintenance experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

Posted: 6/12/2024

Deadline: **Until Filled**

Finisha I. Bennett, SHRM-SCP, MA, MJ
Deputy Director – Human Resources

City of North Charleston
South Carolina

An Equal Opportunity Employer

Job Title:	MAINTENANCE AND HORTICULTURE LABORER		Job Code:	541
Core Comp Group	ADMINISTRATION		FLSA:	NON-EXEMPT
Pay Grade:	103			
Effective Date	02/08/2022	Revision A: Risk	M. COLE 02/08/2022	
Revision B:		Revision C:		
FOR DEPARTMENTAL/OFFICE USE ONLY				
Dept.	Maintenance and Horticulture		Dept. #	621
Location:	Public Works		EM Status:	
Reports To:	Assigned Supervisor			

Summary Objective

Under general supervision, performs semi-skilled and unskilled work in the maintenance, repair and construction of City facilities and grounds; assists in performing facility and grounds inspections. Performs related maintenance duties as required.

Essential Functions

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Performs semi-skilled and unskilled work in the construction, maintenance and repair of City buildings and other structures and/or in the landscaping and maintenance of City grounds.
- Inspects facilities and grounds to identify maintenance requirements and priorities.
- Estimates and procures materials and supplies needed for specific tasks.
- Prepares location sketches for maintenance and repair projects.
- Reads and interprets manuals and design / construction plans and specifications.
- If assigned, may perform various building maintenance work, including electrical, mechanical, plumbing, HVAC work and general carpentry.
- If assigned, may assist with the installation, maintenance and repair of traffic signals throughout the City.
- If assigned, may assist with the fabrication and installation of traffic, directional and administrative signs throughout the City.
- If assigned, may clean and maintain drainage ditches and culverts.
- If assigned, may perform general landscaping and groundskeeping work, including installing landscape materials, mowing grass, cutting / removing weeds, watering lawns and plants, pruning and/or cutting trees and shrubbery, applying pesticides, herbicides and fertilizers, etc.
- If assigned, makes rounds of buildings and grounds. Cleans grounds and parking lots of litter, glass, or other debris. Gathers and disposes of rubbish and waste materials by hand or with the use of powered equipment.
- Assists with snow and ice removal.
- Mixes, pours and spreads concrete, asphalt, dirt, gravel and other materials in the maintenance and repair of streets, drainage systems and green spaces.
- Lifts, loads, unloads and carries materials, tools, equipment and supplies.
- Performs all work in accordance with applicable codes, regulations, policies and procedures, and standards of quality and safety.
- Maintains assigned tools and equipment.

This class description does not constitute an employment agreement between the City of North Charleston and an employee and is subject to change as its needs change.

LABORER

- Responds to emergency and after-hours calls as required.
- Maintains accurate and complete work records.
- Participates in employee training activities as required.
- Receives and reviews various records and reports including work orders, blueprints / construction drawings, technical diagrams, inspection reports, construction requests, etc.
- Prepares and /or processes daily work reports, inspection reports, work orders, requisitions, sketches, etc.
- Refers to policy and procedure manuals, codes, regulations, equipment manuals, blueprints, diagrams, safety sheets, etc.
- Operates various light and heavy equipment, which may include a vehicle, trucks, lawn mowers, weed eaters, power packer, roller, aerial lift, platform lift, trenchers, auger, backpack sprayer, and various shop equipment; operates a two-way radio, telephone.
- Uses clerical supplies, plumbing tools, mechanic's tools, carpentry tools, electrician's tools, various meters and gauges, measuring devices, cleaning supplies, landscape supplies, various chemicals, etc.
- Interacts and communicates with various groups and individuals such as the immediate supervisor, other City employees, co-workers, vendors, contractors and other outside service providers, and the general public.
- Assists co-workers with maintenance duties as required.
- Assists in setting up for City meetings and events.
- Assists with disaster / storm response and recovery activities.
- May be required to work nights, weekends and holidays to meet the business needs of the City.
- May be designated to report to work during hazardous weather or emergency conditions.
- Performs related work as may be required.

Knowledge, Skills and Abilities

- Knowledge of the methods, procedures and policies of the City and Department as they pertain to the performance of duties of the Laborer.
- Ability to comprehend, interpret and apply regulations, procedures and related information.
- Knowledge of the maintenance field to which assigned, which may include groundskeeping, street / drainage maintenance and/or general construction and specific building trades, including carpentry, electrical, plumbing, mechanical, HVAC.
- Ability to read blueprints, design plans and other technical drawings.
- Knowledge of the methods, materials, tools and equipment used in assigned maintenance and repair work.
- Ability to use tools and equipment and operate vehicles / heavy equipment with skill and safety.
- Ability to make minor repairs and adjustments to equipment.
- Knowledge of the occupational hazards and safety precautions of the trades.
- Ability to perform work effectively despite occasional exposure to adverse environmental conditions, including temperature extremes, wetness/humidity, rain, machinery hazards, uneven terrain, skin irritants, toxic agents, dirt, dust, pollen, odors, electrical currents, unusual noise levels, construction / traffic hazards, etc.
- Ability to perform required mathematical calculations with accuracy.
- Ability to prepare simple records and forms with accuracy and in a timely manner.
- Ability to read and interpret various materials pertaining to the responsibilities of the job.
- Ability to use independent judgment in performing routine tasks.
- Ability to learn and utilize new skills and information to improve job performance and efficiency.
- Ability to work under stressful conditions as required.
- Knowledge of proper English usage, punctuation, spelling and grammar and paying attention to detail in preparing reports and correspondence. Ability to communicate effectively both verbally and in writing.
- Ability to complete assignments and be personally accountable for all equipment, computers, City vehicles and City property.
- Ability to be reliable in terms of attendance and punctuality.

- Ability to take initiative without the need of direct supervision; make sound judgement decisions in routine and non-routine work assignments and analyze problems or procedures and evaluating alternatives by selecting the best course of action.
- Ability to provide excellent customer service to all internal and external customers in the delivery of City services by following through on customer requests in a positive, courteous, timely, respectful and professional manner with the utmost integrity in the best interest of the public.
- Behave consistently regarding the City's expectations for ethical conduct and present self in a professional and positive manner and accept responsibility for actions. Makes decisions in the best interest of the City.
- Manages time and priorities effectively to achieve objectives.
- Ability to demonstrate knowledge of job and work cooperatively and effectively with customers, co-workers, and the public and establish positive working relationships by supporting the organizations decisions, goals and objectives.
- Ability to handle stressful situations and react calmly and quickly in emergency situations.

Minimum Education and Experience Requirements

Requires a high school diploma or GED equivalent supplemented by one to two years of relevant maintenance experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

Physical Demands

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Tasks involve the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching and crawling, and which involves the lifting, carrying, pushing and/or pulling of moderately heavy objects and materials and occasionally heavier items.

Unavoidable Hazards (Work Environment)

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - bright/dim light; dusts and pollen
 - extreme heat and/or cold; wet or humid conditions
 - extreme noise levels; animals/wildlife;
 - vibration; fumes and/or noxious odors;
 - traffic; moving machinery;
 - electrical shock; heights;

Special Certifications and Licenses

- Valid South Carolina Driver's License

Americans with Disabilities Act Compliance

The City of North Charleston is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Standard Clauses

This position may be required to be on call during emergency disasters and subject to 24-hour shifts or other emergency schedule that is necessary to meet the City's needs.

May be required to work nights, weekends and holidays to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

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Essential Safety Functions

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.