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ORDINANCE NO. 2018- 12

AN ORDINANCE ADOPTING A POSITION SUMMARY FOR THE POSITION OF PUBLIC WORKS LABORER 1 OF THE CITY OF DIAMOND CITY, ARKANSAS; DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES

WHEREAS, the City Council of the City of Diamond City, Arkansas, has the authority to enact Ordinances relating to the City, and

WHEREAS, the City Council of the City of Diamond City, Arkansas deems it advisable and necessary to adopt an Ordinance setting the Position Summary for the position of the Public Works Laborer 1 for the City of Diamond City, Arkansas. The Position Summary shall include the job description and job requirements for position of the Public Works Laborer 1 for the City of Diamond City, Arkansas, as well as the salary or wage that shall be paid to the Public Works Laborer 1 for the City of Diamond City, Arkansas and the benefits that shall be offered or provided to the Public Works Laborer 1 for the City of Diamond City, Arkansas, if any.

NOW, THEREFORE, BE IT ORDAINED BY CITY COUNCIL OF THE CITY OF DIAMOND CITY, ARKANSAS THAT:

Section 1. The Position Summary, which is attached hereto and incorporated herein by reference as if stated in full, is hereby adopted as the Position Summary for the position of the Public Works Laborer 1 for the City of Diamond City, Arkansas, which hereby establishes the job description and job requirements for position of the Public Works Laborer 1 for the City of Diamond City, Arkansas, as well as the salary or wage that shall be paid to the Public Works Laborer 1 for the City of Diamond City, Arkansas and the benefits that shall be

offered or provided to the Public Works Laborer 1 for the City of Diamond City, Arkansas, if any.

Section 2. This ordinance shall take effect immediately upon its passage.

Section 3. Any ordinance or part of any ordinance in conflict with this ordinance shall hereby be repealed and replaced or shall be held null and void.

Section 4. The provisions of this Ordinance are hereby declared to be severable and if any provision shall for any reason be held illegal or invalid, such holding shall not affect the validity of the remainder of the Ordinance.

Section 5. EMERGENCY CLAUSE. It is determined by the City Council that the adoption of this Ordinance is immediately necessary to provide clarity to employees of the City of Diamond City, Arkansas, and to protect the interests of the citizens of Diamond City, Arkansas, and an emergency is hereby declared and this ordinance shall be in full force and effect from and after passage and publication.

PASSED AND APPROVED this the 23 day of October, 2018, in a regular meeting.

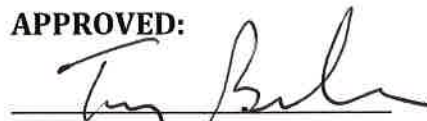
Aye 6 Nay _____ Absent _____ Abstain _____

ATTEST:



Tina Jackson, Recorder

APPROVED:



Troy Burleson, acting Mayor

PUBLIC WORKS LABORER I

Reports To: Public Works Director

Position Summary

The Public Works Laborer I position performs skilled and unskilled labor tasks assigned by the Public Works Director, including maintenance of city streets, water systems, sewage systems, buildings, grounds, vehicles and equipment. The Public Works Laborer I position is usually a member of a work crew, using hand tools, power tools, light equipment and heavy equipment in order to repair and maintain city streets, water systems, sewage systems, buildings, grounds, vehicles and equipment.

Duties and Responsibilities

- Performs the tasks assigned by the Public Works Director.
- Performs repairs of water lines, installs and uninstalls water meters, and troubleshoots and repairs grinder pumps.
- Operates tractors and other heavy equipment in a safe and efficient manner.
- Performs street repairs with light and heavy equipment.
- Performs light construction projects.
- Performs maintenance and repairs of public buildings and maintains all public grounds.

Skills and abilities Required

- Must have a high school diploma or equivalent.
- Must possess a valid driver's license or be able to obtain one at the time of employment.
- Must provide verification of identity for United States work authorization as required by the Immigration Report and Control Act.

Skills and Abilities Desired

- Experience in street repairs and construction is a plus.
- Should be able to solve basic mathematical calculations.
- Should be able to read and complete different forms related to meter readings for sewage and water.
- Experience in sewage transmission, line repairs, and small and large transmission pumps is a plus.
- Experience in operating small and heavy equipment desired. (Tractors, Mowers, Backhoe, Dump Truck, etc.)

Physical Abilities

This position requires heavy lifting, digging, and high levels of physical activity.

Job Hours, Wage and Benefits

Job Type: Full-time

Wage: \$10.00 to \$12.00 per hour depending on experience

This position shall be offered access to an optional City employee group health and dental insurance plan and an optional City employee Roth retirement plan.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.