



City of Odessa

Public Works Laborer



your life | your career | your future

Public Works Laborer

The City of Odessa is seeking a motivated and personable individual to join our Public Works Department as a Streets/Water Laborer. This position is an excellent opportunity for someone with a strong interest in developing a long-term career in the growing utility industry. The selected candidate will play a vital role in supporting the City's infrastructure and essential services while gaining valuable experience in municipal government operations.

The City of Odessa is a vibrant, historic community of approximately 5,500 residents, located just east of downtown Kansas City at the intersection of Interstate 70 and Missouri State Highway 131. Our community offers a welcoming environment and a commitment to high-quality public service.

What's in it for YOU?

The City offers a generous benefits package including paid vacation in the first year, twelve paid holidays, employee paid health, dental, and vision insurance, an employee assistance program, ongoing training, and LAGERS retirement with a starting salary range from **\$20.00 per hour**, depending on qualifications. Not to mention we have a pretty rock star team that you will get to hang out with every day...

How to Join our TEAM?

A full job description and an application can be found on our website. Applications can be submitted via the website, emailed to karen.findora@cityofodessamo.com, or dropped off at City Hall.



www.cityofodessamo.com

@odessamissouri | @cityofodessa_mo

24 April 2026

First Review of Applications



City of Odessa

228 S Second Street • PO Box 128 • Odessa, MO 64076
 Phone: 816-230-5577 • info@cityofodessamo.com
 www.cityofodessamo.com

Public Works Laborer

Department:	Public Works	Reports To:	Street and Water
FLSA Status:	1	Standard:	Hourly
Prepared:		Grade:	

Job Summary: Performs manual and semi-skilled labor to support public works operations, including street maintenance, water system support, equipment operation, and emergency response to maintain safe and reliable city infrastructure.

Supervision Received: Works under the general supervision of the Street and Water Superintendent and receives day-to-day direction from assigned supervisors or lead workers.

Supervision Authority: Chief Operator; Street Foreman; Water Operator; Heavy Equipment Operator; Light Equipment Operator

Duties and Responsibilities:

- **Public Works Support:** Assist street, water, and utility crews with general labor tasks, jobsite setup, material handling, and cleanup.
- **Water System Operations Assistance:** Assist with basic operation and monitoring of the water plant, including testing, gauge monitoring, cleaning, and routine operational tasks as directed.
- **Water Main and Service Work:** Assist with locating leaks, excavating around mains, repairing or replacing service lines, installing clamps, meters, and meter pits, and restoring disturbed areas.
- **Meter Reading:** Read water meters accurately for billing, service verification, and leak detection.
- **Street Maintenance:** Assist with pothole repair, patching, paving, milling, tack application, asphalt placement, and compaction.
- **Street Sweeping and Cleanup:** Operate street sweeper and perform roadway cleanup to remove debris, millings, sand, leaves, and trash.
- **Snow and Ice Control:** Assist with snow plowing, salting, sanding, and winter roadway maintenance operations.
- **Equipment Operation:** Operate trucks, loaders, skid steers, rollers, mowers, and other assigned equipment under supervision, will be trained to operate equipment.
- **Grounds and Right-of-Way Maintenance:** Mow, trim vegetation, clear brush, clean ditches, and maintain rights-of-way and City property.
- **Facility and Yard Maintenance:** Perform basic cleaning, maintenance, and upkeep of City facilities, equipment, tools, and work areas.
- **Traffic Control and Safety:** Set up traffic control devices, signage, and work zones; follow safety procedures and PPE requirements.
- **Emergency Response:** Respond to water breaks, storm events, and other emergencies as assigned, including after-hours response.
- **Cross-Department Assistance:** Assist other City departments and support community events as needed.



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- **Training and Skill Development:** Participate in safety training, equipment training, and skill development related to public works operations.

The individual in this role is expected to contribute to the team's efforts by completing other related tasks, as may be assigned.

Work Schedule:

Occupational Certificates / Licenses:

- Flagger certification; applicable FEMA or safety certifications as assigned
- Valid Missouri driver's license required. CDL Class A (preferred or ability to obtain as required)

Education / Vocational Preparation: The following are the minimum education and experience required for the position. An equivalent combination of education, training and experience may be considered.

Education	HS_GED
Experience	No previous relevant work experience is required.

Physical Abilities:

- Work requires the ability to sit, stand, and walk for extended periods of time.
- Work requires repetitive wrist, hand, and fine motor movement.
- Work requires the ability to grasp, pull, push, and reach.
- Work requires the ability to climb and balance.
- Work requires the ability to talk, hear, listen, and comprehend.
- Work requires the ability to drive and/or operate mechanical equipment.
- Work requires visual acuity of 20 feet or more, near vision, depth perception, and color distinction.
- Must be able to lift up to 50 pounds.
- May be required to respond to after-hours calls and emergencies.
- Work requires the ability to stoop, kneel, crouch, and/or crawl.

Environmental Conditions:

- Outdoor and shop environments with exposure to weather conditions.
- Work primarily involves standing, walking, and physical activity rather than desk work.
- May be required to work in high or dangerous places.
- Work requires the ability to climb stairs, ladders, and uneven surfaces.
- Work may involve potentially life-threatening exposure during emergency or hazardous operations.
- May regularly be exposed to uncomfortable temperatures, humidity, noise, chemicals or gases, airborne particles, and physical hazards.
- May be required to work in confined spaces.
- Position may require respirator use depending on assignment.
- May be exposed to fumes or airborne particles.
- May be exposed to biohazards or contaminated materials.
- Work may potentially involve risk of exposure to electric shock.

Equipment And Tools commonly associated with the performance of the functions of this job.



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Dump trucks; pickup trucks; loaders; skid steers; street sweeper; tractor; mower; asphalt roller; snow plow; water plant equipment; meters; hand and power tools; SCBA; generators; locating equipment; GIS; computers; radios.

Minimum Requirements:

- Knowledge of basic public works maintenance practices.
- Knowledge of safe use of hand and power tools.
- Knowledge of basic water distribution and street maintenance concepts.
- Ability to perform heavy physical labor outdoors.
- Ability to follow verbal and written instructions.
- Ability to work safely around traffic, utilities, and equipment.
- Ability to operate basic trucks and equipment as assigned.
- Ability to learn water system and street maintenance procedures.
- Ability to read meters and basic gauges accurately.
- Ability to perform excavation and backfill work.
- Ability to work effectively as part of a crew.
- Ability to recognize hazards and apply safe work practices.
- Ability to work in all weather conditions.
- Ability to respond to emergency call-outs.
- Ability to maintain reliable attendance.
- Ability to lift, carry, push, and pull materials.
- Ability to adapt to changing work assignments.

Miscellaneous Requirements:

- Ability to pass background investigation.
- Ability to pass pre-employment and random drug testing.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws, and employees may be required to comply with the changes.

Applicant Selection Process: Applicants will be sought via advertisements and direct recruitment.

All applications will be reviewed on the basis of related experience and education. First interviews will be conducted with the applicants found to have the most experience directly related to the position. The successful applicant will be hired by the approval of the City Administrator and City Clerk. The position will remain open until an experienced, well-qualified, and motivated applicant is found.

Equal Opportunity Statement: The City of Odessa is an Equal Opportunity Employer and complies with all applicable federal, state, and local laws prohibiting discrimination in employment. Employment decisions are made without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, genetic information, military service or veteran status, or any other status protected by applicable law.

The City of Odessa provides reasonable accommodations to qualified individuals with disabilities in the application and employment process. If you need accommodation to participate in the hiring process or to perform the essential functions of the position, you may request accommodation at any time.



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Employee Signature

Employee Printed Name

Date