

# City of Odessa

## Municipal Streets - Public Works Laborer

grow

your life | your career | your future

### Public Works Laborer

The City of Odessa is seeking an awesome individual with a great personality to join our Public Works Dept. as a Laborer. Someone that has a strong desire to begin a career in a growing utility industry. If you are this person...you could begin a career in local government in our municipal Public Works Department. Who knows you may have a passion for public service and just didn't know it...

Odessa is a vibrant historic community of approximately 5,500 people just east of the heart of downtown Kansas City, strategically located at the intersections of U.S. Interstate 70 and MO State Highway 131.

### What's in it for YOU?

The City offers a generous benefits package including paid vacation in the first year, eleven paid holidays, employer paid health, dental, and vision insurance, an employee assistance program, ongoing training, and LAGERS retirement with a starting salary range from \$14.38 to \$18.17 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](mailto:karen.findora@cityofodessamo.com), or dropped off at City Hall.

[www.cityofodessamo.com](http://www.cityofodessamo.com)  
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27 June 2022

**First Review of Applications**

# CITY OF ODESSA, MISSOURI

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## CITY OF ODESSA, MISSOURI JOB DESCRIPTION

<i>Position Title</i>	<i>Laborer (I, II, III)</i>
<i>Department</i>	<i>Street</i>
<i>Working Title</i>	<i>Laborer</i>
<i>Supervisor</i>	<i>Street Superintendent</i>
<i>Grade</i>	<i>3 to 7</i>
<i>Starting Pay</i>	<i>\$14.38 to \$18.17 / hour</i>
<i>Position/Category</i>	<i>Regular/Full-time</i>
<i>FLSA Classification</i>	<i>Non-Exempt</i>
<i>Revised</i>	<i>06/2022</i>



### **Primary Purpose:**

Performs manual labor, unskilled or semi-skilled maintenance work for a variety of public works or park jobs. Assists with any and all public works jobs and activities as assigned by the Street Superintendent.

### **Special Note:**

This job description applies to all titles of the *Laborer* position, including I, II, III, which could potentially be assigned different grades on the City's salary schedule for hourly workers. The difference in the *Laborer I, II, or III* positions is related to time on the job and/or general job experience, not to specific job duties.

### **Supervision:**

Under the general direction and supervision of the Street Superintendent.

### **Essential Duties and Responsibilities:**

#### *Public Works Duties*

- Assists all public works departments, and occasionally the Park Department, when extra manpower is needed to complete various jobs
- Performs manual labor duties to assist departmental crews with tasks and projects
- Performs janitorial and maintenance jobs as assigned
- Mows and maintains the public rights-of-way and city property
- Assists with street repairs and improvements including but not limited to: pothole patching and paving
- May occasionally drive trucks or operate some equipment as assigned by supervisor

#### *Training Activities*

- Seeks and completes advanced training acceptable to both the City and the employee
- Participates in any in-house training as scheduling permits
- Participates in safety training and risk management programs

# CITY OF ODESSA, MISSOURI

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## *Other Duties*

- All other duties as assigned including but not limited to:
  - Utility meter reading and work orders as needed
  - Takes part in the city's rotating on call service
  - Assist Water and Wastewater departments as directed by supervisor

## **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/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Valid driver's license
- Prefer a Valid B CDL License, or will be required to have the ability to obtain a Class B CDL within ninety (90) days.
- Must be able to work without immediate supervision.
- Must be eighteen (18) years of age or older
- Must have reliable transportation
- Must have a reliable telephone service
- Must be able to participate in a rotating after hours on call schedule

## **Experience, Education and Training**

- High School diploma or equivalent
- Some experience as a general laborer

## **Physical Requirements**

Performs bending, squatting, climbing, kneeling, and reaching both to ground level and overhead; push and pull, lift and carry up to approximately fifty (50) pounds; hold and grip objects. Subject to prolonged walking, sitting, standing and working in awkward positions. The ability to operate a computer keyboard and mouse.

## **Working 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.

While performing the duties of this job, the employee will work in outside weather conditions. In addition, the employee will work near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibrations. The employee occasionally works in cramped spaces and could be occasionally exposed to fumes or airborne particles, toxic or caustic chemicals. Subject to dealing with confrontational individuals.

# CITY OF ODESSA, MISSOURI

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## **Miscellaneous Requirements**

Must be able to successfully complete a background investigation and pre-employment drug test. Must submit to periodic drug testing as required by applicable law. Late hours, weekend, and holiday work may be required depending on assignment. Subject to emergency call-in.

## **General Comments**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job will involve some overtime work, but not on a regular basis. Employees are cross-trained to assist within other public works departments.

The job description does not constitute an employment agreement between the employee and employer and is subject to change by the employer as the needs of the employer and requirements of the job change.

Salary will be based on qualifications and experience. The City of Odessa offers an excellent and competitive benefits package including medical, dental, and vision insurance (currently the City contributes 75% of the monthly health insurance premium and 100% on dental and vision), LAGERS retirement (employer contributes 100%), optional 457 retirement plan, short and long term disability, employer paid life insurance, generous vacation/sick leave, and eleven (11) paid holidays. Applications are available on the city's website at [www.cityofodessamo.com](http://www.cityofodessamo.com). Completed applications should be returned to City Hall, 125 S 2<sup>nd</sup> Street (PO Box 128), Odessa, MO 64076. EOE/ADA.

The position is open until filled with a first review of applications on June 27, 2022.