

**CITY OF RINGGOLD, GEORGIA  
JOB DESCRIPTION  
PUBLIC WORKS DEPARTMENT**

**JOB TITLE:** Public Works Laborer I

**REPORTS TO:** Director

**DEFINITION:**

This is a semi-skilled full-time position performing work in the Public Works Department under the administration of the Public Works Director. All City employees are responsible to the City Manager. This position will perform required work for the maintenance of right-of-ways, easements, and other City-owned property; and will perform other related work as required, some of which will be mechanical. This position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act.

**JOB SUMMARY:**

Performs work in the Public Works Department to include, but not limited to, maintenance on streets, stormwater drainage structures, water lines, wastewater lines, streetlights, sidewalks, clearing of right-of-ways, street signage, and new construction projects of water, sewer, streets and stormwater structures.

**EQUIPMENT AND JOB LOCATION:**

This employee will operate and maintain light-duty vehicles, dump trucks, tractors, weed-eaters, chain saws, shovels, and various mechanized and non-mechanized hand tools.

Work is usually performed in an outdoor environment, and some tasks may be required during periods of bad weather. The employee will be exposed to loud noise, mechanized equipment, dirt, dust, rain, sleet, snow, heat, chemicals, and foul odors. This position requires a great deal of physical exertion during periods of extreme weather conditions. All City buildings and vehicles are smoke-free.

**ESSENTIAL JOB FUNCTIONS:**

- Cut grass with power equipment and hand tools
- Load and unload materials such as dirt, asphalt, salt, storm drain pipe, sign material, water fittings, sewer pipe, water pipe
- Perform routine maintenance on equipment and vehicles
- Assist in the fabrication and installation of street signs
- Perform extreme physical labor for extended periods of time under all weather conditions with the ability to lift objects weighing up to 165 pounds
- Manually remove litter from right-of-ways and easements
- May sit, stand, and walk constantly depending on the job for the day
- Remove and replace manhole covers (which can weigh up to 165 pounds)
- Remove and replace storm drains with assistance (which can weigh up to 285 pounds)
- Climb in and out of manholes (which can be up to 45 feet deep)
- Climb ladders
- Manipulate both large and small tool parts

- Operate vehicles of various descriptions
- Remove and replace various types of pavement
- Operate various tools including, but not limited to: jackhammer, pavement breaker, shovel, sledge hammer, post driver, tamp bar, chain saw, and weed eater
- Install and repair water, sewer, stormwater infrastructure
- Construct new streets & sidewalks, and finish concrete
- Perform traffic control setup for work sites
- Assist in ice, snow, flood or other storm events
- Install bricks, blocks and header walls
- Pick up and deliver supplies, equipment and other maintenance items

**MATERIAL AND EQUIPMENT USED:**

Small Hand Tools	General Cleaning Supplies	Ground Maintenance Equipment
Repair Equipment	Installation Equipment	Building Maintenance Equipment
Vehicles	Dump Trucks	Bobcat
Tractors	Bush Hogs	Backhoes
Front End Loaders	Garbage Truck	

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must be at least 18 years of age
- High School diploma or GED required
- Must possess a valid State of Georgia driver's license and CDL (or 6 months to get one)
- Must have legal authorization to work within the United States of America
- Must pass a pre-employment drug/alcohol screen
- Must be semi-skilled in mechanics
- Must have knowledge of and/or the ability to learn about the care and proper use of tools and equipment used in the maintenance of right-of-ways and easements
- Must have knowledge of and/or the ability to learn occupational hazards and safety precautions.
- Must be able to report for work on time and to perform the duties of the job for the entire workday
- Must be able to work flexible hours with some weekend and holiday work required
- Must be able to perform frequent overtime work, which may involve late night or early morning hours
- Must have sufficient physical strength and ability to independently and repeatedly lift, move and carry objects weighing up to 100 pounds; and to repeatedly lift, move and carry objects weighing more than 100 pounds with assistance
- Must be able to establish and maintain an effective working relationship with other employees and to effectively communicate with the public
- Must have the ability to use good judgment while performing job related tasks

Please send applications to the attention of Mike Cagle at 150 Tennessee Street, Ringgold, GA 30736. NO PHONE CALLS PLEASE.

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