

CITY LABORER (SEASONAL)

NOTE: By law, persons in these positions are required to pass pre-employment drug tests and are subject to random drug and alcohol testing during the course of employment. Candidates must sign a release authorizing the City to receive the results of any drug and alcohol tests conducted by previous employers during the past two years if those tests were required by the U.S. Department of Transportation.

PURPOSE: Most City Laborers work for the Department of Public Works (DPW); assignment to an area is based on the needs of the City. Under supervision, laborers do light to heavy manual work.

ESSENTIAL FUNCTIONS:

- **Electrical Services:** Use picks, sledge hammers, wrecking bars and large and small air hammers to break/dislodge rocks, concrete, asphalt and other hard material. Shovel dirt into and out of trenches, holes, wheelbarrows and trucks. Dig trenches and remove sod to expose underground conduit and cable boxes. Push and pull cable through underground conduit. Use manhole hooks to lift and carry manhole covers weighing up to 50 pounds. Use power tampers to compact soil or other material and use hand tampers to level sod.
- **Forestry:** Maintain planting beds by weeding and mulching. Perform general clean-up of boulevards by operating push and riding mowers, string trimmers, leaf blowers and various hand tools, including shovels, picks, hand tampers and trowels.
- **Sewers:** Use picks, sledge hammers, wrecking bars and large and small air hammers to break/dislodge rocks, concrete, asphalt and other hard material. Use shovels and picks to dig around sewer mains and catch basins. Use manhole hooks to lift and carry manhole covers weighing up to 50 pounds, including some casting that weighs as much as 150 pounds. Assist in placing pre-cast manholes and catch-basins. Mix mason mud by hand. Climb into and out of sewer holes.
- **Streets:** Shovel gravel, asphalt and other material to and from truck; using shovels and rakes, distribute patching material into potholes and cracks. Carry buckets weighing in excess of 50 pounds and pull and drag hoses. Use small air hammers to break concrete on streets, use power rollers to flatten asphalt and use air compressors to blow debris out of cracks and potholes. Manipulate concrete shoots to pour concrete. Use power tampers to level material such as asphalt and gravel.
- **Snow and ice removal:** Drive trucks and remove snow and ice from streets.
- **General:** Read and follow work, safety and other rules and complete paperwork, such as timecards.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

REQUIREMENTS:

1. Residence in the City of Milwaukee **at time of application** and throughout employment.
2. At least 18 years of age **at time of application**.
3. Valid Commercial Driver's License (CDL) (Class B or higher) without Air Brakes restriction, OR CDL Instructional Permit (Class B or higher) without Air Brakes restriction, **at time of application, throughout the hiring process and throughout employment**. CDL may be obtained by passing the General Knowledge **and** Air Brakes portions of the Commercial Driver's License test given by the Wisconsin Department of Motor Vehicles. **A copy of both sides of your CDL license (front and back), or Instructional Permit (front and back), are required and must be attached to the application or sent to staffinginfo@milwaukee.gov. Only applications with the CDL or CDL Instructional Permit will be considered; applications without the CDL or CDL Instructional Permit will be rejected.** Photocopies will not be made at the Department of Employee Relations; applicants must supply their own photocopies.
4. Good driving record. Driving records will be checked prior to job offer.

City Laborer (Seasonal)

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to lift at least 50 pounds repeatedly and for long periods of time
- Ability to perform physically demanding tasks for long periods of time
- Ability to withstand prolonged exposure to extreme weather conditions
- Ability to safely use hand tools, such as picks, sledge hammers, wrecking bars and tampers
- Ability to safely use power tools, such as leaf blowers, large and small air hammers and air compressors
- Ability to perform basic mathematical functions
- Ability to read and interpret street maps
- Ability to monitor traffic to ensure safe conditions while working
- Ability to interpret and follow visual, oral and written directions, including in noisy and distracting settings
- Ability to hear verbal directions in a noisy environment
- Ability to complete paperwork accurately, such as time cards
- Ability to work safely at all times

THE CURRENT STARTING PAY (8CN) IS \$14.73 per hour. NOTE: Seasonal Laborers do not receive health, dental or life insurance or other benefits until they have one year of actual service (usually 2 ½ seasons). They will, however, be offered an opportunity to purchase health insurance through the City.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: training and experience evaluation; written, oral or performance examinations; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **September 28, 2012**. Receipt of applications may be discontinued after this date without prior notice, however, recruitment may continue until the needs of the City have been met. Written examination sessions are tentatively scheduled for late November or early December 2012. Following the written examination, the most qualified candidates will be called to the performance examination. Qualified applicants will be notified by mail of the date, time and place of each examination.

*****Hiring from this eligible list will take place in Spring of 2013.*****

CITY LABORER APPLICATION FORMS and further information may be obtained in person or by mail from City of Milwaukee Department of Employee Relations, Room 706, City Hall, 200 East Wells Street, Milwaukee, WI 53202-3554, by visiting our web site at www.milwaukee.gov/jobs, or by calling 414.286.3751.