To: To All Department Heads  
From: Sean L. Benton, Water System Manager  
Date: November 19, 2020  
Subject: Job Posting- Laborer

There is one vacant position that exists within the Water Distribution Division. If this position is not filled by a city employee within 10 working days of this notification, it will be open to the public on 12/3/2020.

Description:
Workers in this position will receive close supervision. Employee is expected to be able to perform a variety of tasks without direct supervision after a period of time.

Duties and Responsibilities:
- Under supervision, perform water maintenance and repair of water main and service lines.
- Repair and replace meters, and meter appurtenances; such as meter boxes, meter lids, curb stops, and meter gaskets.
- Move debris, dirt or other material from one place to another.
- Work in trenches of water main lines.
- Installation of new water main lines and service lines.

Required Skills and Abilities:
- Ability to read, write and speak the English language at a high school graduate level.
- Able to understand and follow oral and written directions.
- Able to work with tools such as, but not limited to a pick shovel, axe, saw, and pry bar.
- Accurately complete work orders in a timely manner.
- Display a positive attitude and is self-motivated.
- Able to use portable and truck radios according to FCC guidelines.
- Practice safe driving and observe safe workplace practices.

Education and Experience:
- Must possess and maintain a valid state issued driver’s license.