

West Saline Water **Job Description**

JOB TITLE: GENERAL LABORER

JOB SUMMARY:

Performs maintenance and errands for the West Saline Water.

JOB DUTIES AND RESPONSIBILITIES:

1. Responsible to the Manager for his or her required aspects of the job.
2. Performs duties on a daily basis as outlined by the Manager.
3. Responsible for the mowing of grass as outlined by Manager on a timely basis.
4. Create and submit all paperwork pertaining to the functions of this position and turning in to the Manager.
5. Follow rules and regulations of the State of Arkansas in performance of duties.
6. Promote beneficial public relations.
7. Perform maintenance as assigned.
8. Perform errands as assigned by Manager.
9. Maintain and clean office in a proper fashion.
10. Maintain a high level of technical and technological proficiency.
11. Other duties as assigned.

IMMEDIATE SUPERVISOR:

Manager Water System Operations (Manager).

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to operate a vehicle safely and to use good judgment in the operation and use of the vehicle.
2. Ability to observe situations; to report and record them clearly and accurately.
3. Ability to give oral, diagrammed, radioed and written instructions.
4. Ability to work independently without supervision.
5. Good social and general intelligence with the ability to communicate effectively both orally and in writing.
6. Skilled in the use of basic and specialized hand tools as required by this position.
7. Ability to make sound and timely decisions as required by the work situation.

MINIMUM QUALIFICATIONS:

1. Physical stamina for associated performance of duty requirements.
2. A valid Arkansas driver's license, with a good driving record.
3. Graduation from high school or the equivalent.

4. Related work experience is a plus.
5. Must obtain and hold a current Water Distribution II License within one year of employment.
6. May hold a current Wastewater License.
7. Must obtain and hold a current Arkansas Plumbing Inspector's License within one year of employment.

The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and requirements.