



# TOWN OF WICKENBURG

155 N. Tegner, Ste. A - Wickenburg, Arizona 85390  
(928) 684-5451 FAX (602) 506-1580  
www.wickenburgaz.org

## JOB DESCRIPTION

**Job Title:** Laborer  
**Department:** Public Works Department  
**Reports To:** PW Crewleader, PW Operations Manager, PW Director  
**FLSA Status:** Non-Exempt, Full-time  
**Salary Range:** 6 - \$10.03 – 15.04 per hour  
**Prepared Date:** June 2015  
**Hours:** 40 hours per week – Temporary position for approximately 19 weeks

**DEFINITION:** Under direct supervision, performs routine, unskilled manual labor associated with the maintenance and upkeep of the Town of Wickenburg's streets, water distribution and/or collection systems, buildings and surrounding grounds and sanitation services.

**ESSENTIAL FUNCTIONS:** Essential functions, as defined under the Americans with Disabilities Act, may include, but are not limited to, the following tasks, knowledge, skills and other characteristics. **(This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.)**

### TASKS:

Performs such tasks as digging and shoveling; lifting and carrying heavy materials; picking up refuse including hand sweeping streets, parking lots, sidewalks, gutters and surrounding areas; trims and/or removes trees, bushes and hedges; cleans culverts and washes of debris and shrubs

Completes non-complex jobs to maintain or repair buildings, fixtures, furniture, or equipment. May perform physical work to assist skilled classes in construction projects. Work performed requires little skill or special training. May use hand tools or operates simple equipment under supervision.

Performs other duties as assigned or required.

### KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

- ◆ Knowledge of applicable local, county, state and Federal statutes, rules, regulations, ordinances, codes, Town of Wickenburg policies and procedures, departmental policies and procedures and other governing documents.
- ◆ Knowledge of basic principles related to plumbing, electrical repairs and maintenance, carpentry, grounds and building maintenance.
- ◆ Skill in reading, understanding, interpreting and applying information sources, operational policies and procedures, guidelines and directives.
- ◆ Skill in establishing and maintaining effective working relationships with employees, other departments, vendors, contractors, the general public and others having business with the Town of Wickenburg.

### MINIMUM QUALIFICATIONS:

16 years old - A high school diploma or GED is preferred

**ADDITIONAL REQUIREMENTS:**

May be exposed to extreme weather conditions, potential physical harm, hazardous chemicals, infectious diseases, dangerous machinery, snakes, insects and vermin. May be exposed to potential harm in dealing with irate, disgruntled and/or upset citizens.

Must have a valid Arizona Driver’s License and must retain throughout employment.

May be required to lift and/or carry heavy, bulky supplies and materials weighing up to 100 pounds. Exerting over 100 pounds occasionally, 50-100 pounds frequently and from 20 up to 50 pounds constantly.

**NON-PHYSICAL DEMANDS:**

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour per week	Up to 1/3 of the time	From 1/3 to 2/3 of the time	2/3 or more of the time

Non-Physical Demands	Frequency Code
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule / Overtime	O
Performing Multiple Tasks Simultaneously	F
Working closely with others as part of a team	F
Tedious or Exacting Work	O
Noisy / Distracting Environment	F

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Physical Demands	Frequency Code	Description
Standing	C	Observing work site: Observing work duties; Communicating with co-workers
Sitting	O	Driving; Meetings; Paperwork
Walking	C	Around work site
Lifting	C	Supplies; Equipment
Carrying	C	Supplies; Equipment
Pushing / Pulling	C	Equipment; Tables and chairs
Reaching	C	For supplies; Tools
Handling	F	Tools; Equipment; Paperwork
Fine Dexterity	F	Equipment Controls; Telephone; Calculator; Computer keyboard
Kneeling	C	Retrieving items from lower shelves/ground
Crouching	C	Retrieving items from lower shelves/ground
Crawling	O	Under equipment
Bending	C	Retrieving items from lower shelves/ground; Making repairs
Twisting	C	Getting inside vehicle; Moving tools around; Checking Equipment
Climbing	C	Onto equipment; Step stools, Stairs; Ladder
Balancing	C	On equipment; On ladders; on step stools
Vision	C	Driving; Observing work site; Reading; Computer screen
Hearing	C	Communicating via telephone/in person to co-workers/public; Listening to equipment

Talking	C	Communicating via telephone/in person to co-workers/public
Foot Controls	F	Driving

**EXPECTED BEHAVIOR:**

The employee is expected to embrace, support and promote the Town's values, beliefs and culture which include but are not limited to the following:

- High Ethical Standards
- Provide outstanding customer service to internal and external customers
- Lead by example
- Active Participation in Town wide Activities
- Be positive. Do not participate in gossip or allow gossip or negative comments
- Maintain confidentiality
- Walk the talk – be an advocate of the Wickenburg culture
- Make communication a top priority
- Encourage positive feedback
- Be accountable – submit responses to all requests for information by due date and meet deadlines.
- Support a learning culture
- Be on time for all meetings
- Be a champion for the Town and Department
- Create and implement ethical standards for the worksite
- Respond to personnel issues immediately
- Be accountable for all expenditures and be fiscally responsible
- When wrong, state so
- Discussing and planning should be followed up with action
- Let common sense prevail
- Be visionary – anticipate issues
- Support organizational change
- Support the Town's values and mission
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors and vendors
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- High Ethical Standards
- Provide outstanding customer service to internal and external customers
- Lead by example
- Active Participation in Town wide Activities
- Be positive. Do not participate in gossip or allow gossip or negative comments
- Maintain confidentiality
- Walk the talk – be an advocate of the Wickenburg culture
- Make communication a top priority
- Encourage positive feedback
- Be accountable – submit responses to all requests for information by due date and meet deadlines.
- Support a learning culture
- Be on time for all meetings
- Be a champion for the Town and Department
- Create and implement ethical standards for the worksite
- Respond to personnel issues immediately
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- When wrong, state so
- Discussing and planning should be followed up with action
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(928) 684-5451 FAX (602) 506-1580  
www.wickenburgaz.org

## JOB DESCRIPTION

**Job Title:** Laborer  
**Department:** Public Works Department  
**Reports To:** PW Crewleader, PW Operations Manager, PW Director  
**FLSA Status:** Non-Exempt, Full-time  
**Salary Range:** 6 - \$10.03 – 15.04 per hour  
**Prepared Date:** June 2015  
**Hours:** 40 hours per week – Temporary position for approximately 19 weeks

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Performs such tasks as digging and shoveling; lifting and carrying heavy materials; picking up refuse including hand sweeping streets, parking lots, sidewalks, gutters and surrounding areas; trims and/or removes trees, bushes and hedges; cleans culverts and washes of debris and shrubs

Completes non-complex jobs to maintain or repair buildings, fixtures, furniture, or equipment. May perform physical work to assist skilled classes in construction projects. Work performed requires little skill or special training. May use hand tools or operates simple equipment under supervision.

Performs other duties as assigned or required.

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### **MINIMUM QUALIFICATIONS:**

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Non-Physical Demands	Frequency Code
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule / Overtime	O
Performing Multiple Tasks Simultaneously	F
Working closely with others as part of a team	F
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Walking	C	Around work site
Lifting	C	Supplies; Equipment
Carrying	C	Supplies; Equipment
Pushing / Pulling	C	Equipment; Tables and chairs
Reaching	C	For supplies; Tools
Handling	F	Tools; Equipment; Paperwork
Fine Dexterity	F	Equipment Controls; Telephone; Calculator; Computer keyboard
Kneeling	C	Retrieving items from lower shelves/ground
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Standing	C	Observing work site: Observing work duties; Communicating with co-workers
Sitting	O	Driving; Meetings; Paperwork
Walking	C	Around work site
Lifting	C	Supplies; Equipment
Carrying	C	Supplies; Equipment
Pushing / Pulling	C	Equipment; Tables and chairs
Reaching	C	For supplies; Tools
Handling	F	Tools; Equipment; Paperwork
Fine Dexterity	F	Equipment Controls; Telephone; Calculator; Computer keyboard
Kneeling	C	Retrieving items from lower shelves/ground
Crouching	C	Retrieving items from lower shelves/ground
Crawling	O	Under equipment
Bending	C	Retrieving items from lower shelves/ground; Making repairs
Twisting	C	Getting inside vehicle; Moving tools around; Checking Equipment
Climbing	C	Onto equipment; Step stools, Stairs; Ladder
Balancing	C	On equipment; On ladders; on step stools
Vision	C	Driving; Observing work site; Reading; Computer screen
Hearing	C	Communicating via telephone/in person to co-workers/public; Listening to equipment

Talking	C	Communicating via telephone/in person to co-workers/public
Foot Controls	F	Driving

**EXPECTED BEHAVIOR:**

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- Lead by example
- Active Participation in Town wide Activities
- Be positive. Do not participate in gossip or allow gossip or negative comments
- Maintain confidentiality
- Walk the talk – be an advocate of the Wickenburg culture
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- Encourage positive feedback
- Be accountable – submit responses to all requests for information by due date and meet deadlines.
- Support a learning culture
- Be on time for all meetings
- Be a champion for the Town and Department
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- Respond to personnel issues immediately
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- Discussing and planning should be followed up with action
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www.wickenburgaz.org

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**Job Title:** Laborer  
**Department:** Public Works Department  
**Reports To:** PW Crewleader, PW Operations Manager, PW Director  
**FLSA Status:** Non-Exempt, Full-time  
**Salary Range:** 6 - \$10.03 – 15.04 per hour  
**Prepared Date:** June 2015  
**Hours:** 40 hours per week – Temporary position for approximately 19 weeks

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Performs such tasks as digging and shoveling; lifting and carrying heavy materials; picking up refuse including hand sweeping streets, parking lots, sidewalks, gutters and surrounding areas; trims and/or removes trees, bushes and hedges; cleans culverts and washes of debris and shrubs

Completes non-complex jobs to maintain or repair buildings, fixtures, furniture, or equipment. May perform physical work to assist skilled classes in construction projects. Work performed requires little skill or special training. May use hand tools or operates simple equipment under supervision.

Performs other duties as assigned or required.

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### **MINIMUM QUALIFICATIONS:**

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**ADDITIONAL REQUIREMENTS:**

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Non-Physical Demands	Frequency Code
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule / Overtime	O
Performing Multiple Tasks Simultaneously	F
Working closely with others as part of a team	F
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May be exposed to extreme weather conditions, potential physical harm, hazardous chemicals, infectious diseases, dangerous machinery, snakes, insects and vermin. May be exposed to potential harm in dealing with irate, disgruntled and/or upset citizens.

Must have a valid Arizona Driver’s License and must retain throughout employment.

May be required to lift and/or carry heavy, bulky supplies and materials weighing up to 100 pounds. Exerting over 100 pounds occasionally, 50-100 pounds frequently and from 20 up to 50 pounds constantly.

**NON-PHYSICAL DEMANDS:**

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour per week	Up to 1/3 of the time	From 1/3 to 2/3 of the time	2/3 or more of the time

Non-Physical Demands	Frequency Code
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule / Overtime	O
Performing Multiple Tasks Simultaneously	F
Working closely with others as part of a team	F
Tedious or Exacting Work	O
Noisy / Distracting Environment	F

**PHYSICAL DEMANDS:**

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
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*This is the description of the way this job is currently performed; it does not address the potential for accommodations.*

Physical Demands	Frequency Code	Description
Standing	C	Observing work site: Observing work duties; Communicating with co-workers
Sitting	O	Driving; Meetings; Paperwork
Walking	C	Around work site
Lifting	C	Supplies; Equipment
Carrying	C	Supplies; Equipment
Pushing / Pulling	C	Equipment; Tables and chairs
Reaching	C	For supplies; Tools
Handling	F	Tools; Equipment; Paperwork
Fine Dexterity	F	Equipment Controls; Telephone; Calculator; Computer keyboard
Kneeling	C	Retrieving items from lower shelves/ground
Crouching	C	Retrieving items from lower shelves/ground
Crawling	O	Under equipment
Bending	C	Retrieving items from lower shelves/ground; Making repairs
Twisting	C	Getting inside vehicle; Moving tools around; Checking Equipment
Climbing	C	Onto equipment; Step stools, Stairs; Ladder
Balancing	C	On equipment; On ladders; on step stools
Vision	C	Driving; Observing work site; Reading; Computer screen
Hearing	C	Communicating via telephone/in person to co-workers/public; Listening to equipment

Talking	C	Communicating via telephone/in person to co-workers/public
Foot Controls	F	Driving

**EXPECTED BEHAVIOR:**

The employee is expected to embrace, support and promote the Town’s values, beliefs and culture which include but are not limited to the following:

- High Ethical Standards
- Provide outstanding customer service to internal and external customers
- Lead by example
- Active Participation in Town wide Activities
- Be positive. Do not participate in gossip or allow gossip or negative comments
- Maintain confidentiality
- Walk the talk – be an advocate of the Wickenburg culture
- Make communication a top priority
- Encourage positive feedback
- Be accountable – submit responses to all requests for information by due date and meet deadlines.
- Support a learning culture
- Be on time for all meetings
- Be a champion for the Town and Department
- Create and implement ethical standards for the worksite
- Respond to personnel issues immediately
- Be accountable for all expenditures and be fiscally responsible
- When wrong, state so
- Discussing and planning should be followed up with action
- Let common sense prevail
- Be visionary – anticipate issues
- Support organizational change
- Support the Town’s values and mission
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors and vendors
- Understand Town policies and procedures and make rational decisions / recommendations in accordance with established policy
- Safety is everyone’s responsibility. Make it a critical part of the day-to-day operations. Work in a safe manner and report unsafe activities and conditions.
- Foster teamwork



# TOWN OF WICKENBURG

155 N. Tegner, Ste. A - Wickenburg, Arizona 85390  
(928) 684-5451 FAX (602) 506-1580  
www.wickenburgaz.org

## JOB DESCRIPTION

**Job Title:** Laborer  
**Department:** Public Works Department  
**Reports To:** PW Crewleader, PW Operations Manager, PW Director  
**FLSA Status:** Non-Exempt, Full-time  
**Salary Range:** 6 - \$10.03 – 15.04 per hour  
**Prepared Date:** June 2015  
**Hours:** 40 hours per week – Temporary position for approximately 19 weeks

**DEFINITION:** Under direct supervision, performs routine, unskilled manual labor associated with the maintenance and upkeep of the Town of Wickenburg's streets, water distribution and/or collection systems, buildings and surrounding grounds and sanitation services.

**ESSENTIAL FUNCTIONS:** Essential functions, as defined under the Americans with Disabilities Act, may include, but are not limited to, the following tasks, knowledge, skills and other characteristics. **(This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.)**

### TASKS:

Performs such tasks as digging and shoveling; lifting and carrying heavy materials; picking up refuse including hand sweeping streets, parking lots, sidewalks, gutters and surrounding areas; trims and/or removes trees, bushes and hedges; cleans culverts and washes of debris and shrubs

Completes non-complex jobs to maintain or repair buildings, fixtures, furniture, or equipment. May perform physical work to assist skilled classes in construction projects. Work performed requires little skill or special training. May use hand tools or operates simple equipment under supervision.

Performs other duties as assigned or required.

### KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

- ◆ Knowledge of applicable local, county, state and Federal statutes, rules, regulations, ordinances, codes, Town of Wickenburg policies and procedures, departmental policies and procedures and other governing documents.
- ◆ Knowledge of basic principles related to plumbing, electrical repairs and maintenance, carpentry, grounds and building maintenance.
- ◆ Skill in reading, understanding, interpreting and applying information sources, operational policies and procedures, guidelines and directives.
- ◆ Skill in establishing and maintaining effective working relationships with employees, other departments, vendors, contractors, the general public and others having business with the Town of Wickenburg.

### MINIMUM QUALIFICATIONS:

16 years old - A high school diploma or GED is preferred

**ADDITIONAL REQUIREMENTS:**

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