

## **CITY OF TAFT, TEXAS JOB DESCRIPTION**

**Position Title:** Temporary General Laborer – Public Works

**Department:** Public Works

**Reports To:** Public Works Supervisor / City Manager

**FLSA Status:** Non-Exempt

**Employment Type:** Temporary (Estimated 2–3 months, approximately 30 hours per week)

**Compensation:** \$16.50 per hour

### **Position Summary**

The Temporary General Laborer will provide short-term support to the City of Taft's Public Works Department during a period of increased workload. Primary duties will include assisting with the installation of new water meters. Employees may also be assigned other general labor tasks such as mowing, weed eating, painting, pothole patching, minor repairs, and other duties as directed. This position is temporary in nature and is expected to last approximately 2–3 months. Employment may be terminated at any time for cause or upon completion of the assigned scope of work.

### **Essential Duties and Responsibilities**

- Assist in the installation of new water meters, including digging, placement, and related labor.
- Operate basic hand tools, power tools, and light equipment as needed.
- Perform grounds maintenance including mowing, weed eating, and trash collection.
- Assist with painting, patching potholes, and general city facility and infrastructure repairs.
- Support Public Works staff in a variety of tasks as assigned to maintain city property and public areas.
- Follow all safety policies and procedures to maintain a safe work environment.
- Report equipment malfunctions, safety hazards, or maintenance needs to the supervisor.

### **Knowledge, Skills, and Abilities**

- Ability to perform manual labor for extended periods of time under various weather conditions.
- Ability to follow instructions and complete assigned tasks efficiently.
- Basic knowledge of tools, equipment, and materials used in general maintenance and construction work preferred.
- Ability to work cooperatively with other city staff and the general public.
- Commitment to maintaining a safe and productive work environment.

### **Minimum Qualifications**

- High school diploma or GED preferred, but not required.

- Must be at least 18 years of age.
- Valid Texas Driver's License with an acceptable driving record.
- Previous experience in construction, maintenance, or similar work preferred but not required.

## **Working Conditions**

- Work is performed primarily outdoors and involves exposure to heat, cold, rain, and other weather conditions.
- Frequent standing, walking, bending, lifting, and carrying of materials up to 50 pounds.
- May be exposed to loud noises, dust, and chemicals associated with maintenance and repair work.

## **Employment Terms**

- **Compensation:** \$16.50 per hour.
- **Hours:** Approximately 30 hours per week.
- **Duration:** Temporary, expected 2–3 months.
- **Status:** At-will; employment may be terminated at any time for cause, or when the position is no longer needed, including but not limited to completion of the project or a reduction in workload.