

October 5, 2009

JOB OPPORTUNITY BULLETIN

10371M

WE RESERVE THE RIGHT TO CONSIDER POLK COUNTY EMPLOYEES FOR PROMOTION OR TRANSFER PRIOR TO CONTACTING PERSONS NOT EMPLOYED BY THE BOARD OF COUNTY COMMISSIONERS.

SERVICE WORKER

Job Order # 10371

Corrected Copy

*****This position is covered by a collective bargaining agreement*****

Must have the physical, developmental and mental ability to perform job tasks, work efforts, responsibilities and duties of the job illustrated below:

POSITION DUTIES: Unskilled manual labor performing light and heavy construction and maintenance roadway tasks. Works on patch, shoulder of finish crews performing the following tasks: Patches holes in the road with asphalt, rock and other materials; rakes asphalt, digs, and fills holes/construction projects using shovel and other hand tools; clears brush for the right of ways, drainage ditches and roadway areas using sling blades and other hand tools; remove refuse from right of ways and grounds by hand or a litter stick; flags and directs traffic; fills and stacks sand bags; lifts and carries twenty five (25) pound cement blocks used in construction and maintenance work; lifts, carries, and assists with the positioning and placement of culvert pipes; assists with wood construction and with mixing and pouring concrete; loads and unloads materials/supplies from trucks and vans. Uses hand tools, may operate power tools and temporarily operate light equipment (i.e.: water truck, road mixer, flatbed truck and rubber tire roller). May assist others to check grade stakes. Performs unskilled labor tasks as assigned in general maintenance, repair or construction trade duties. On county properties: sweeps walks, removes refuse from grounds, cuts, trims, waters, and fertilizes lawns and bushes, uses push and power lawn mowers, performs custodial work for county buildings as necessary. May assist in moving furniture or equipment and large bulky objects. May flag and direct traffic. Ability to perform unskilled manual labor. Ability to see, hear sounds at a normal level, ambulate independently, bend, stoop, sit or stand. Ability to use multi-hand and/or foot controls. Ability to perform tasks that require eye and hand coordination. Ability to work in all weather and environmental conditions (i.e.: sun, rain, cold, swamp, ditches, dirt, and hot asphalt). Must be able to exert up to forty five (45) pounds of force frequently, and/or 10-20 pounds of force constantly to move objects. Should be able to add subtract, multiply and divide in all units of measure. Ability to follow instructions and concentrate on assigned tasks. Ability to learn to use tools and equipment as well as the occupational hazards and safety precautions applicable to laboring tasks. Must be able to read, write, and speak the English language in an understandable manner. Performs related duties as required.

MINIMUM QUALIFICATIONS: No experience required. Must possess a valid driver's license and be able to secure a valid Florida driver's license at the time of employment.

JOB LOCATION: Roadway Maintenance, Frostproof Maintenance Unit

WORK SCHEDULE: 7:00am to 5:30 p m – Monday thru Thursday

HIRING RATE: \$ 9.00 per hour (Pay Grade P05/1175)

CLOSING DATE: October 15, 2009 **dpmbf:** 10/16/09 (sm)

Interested applicants and employees should complete a Polk County Application for Employment no later than the closing date indicated above. Applications may only be made electronically on the Polk County BoCC website @

www.polk-county.net

POLK COUNTY BOARD OF COUNTY COMMISSIONERS, PERSONNEL

(863) 534-6030

AN EQUAL OPPORTUNITY EMPLOYER M/F/D/VP