

City of Frankfort

Position Title: Part-time Laborer (Carpenter)

Reports to: Parks Supervisor

Status: Non-Exempt (28 hours per week)

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and ability required to perform the job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Position Summary:

Part-time Laborer/Carpenter will be working on a variety of construction related tasks and will make use of basic construction skills. Carpenter will do rough-ins on upcoming projects and may be asked to perform a variety of maintenance duties as well.

Performs general and preventive maintenance tasks necessary to keep machinery, equipment and tools in operational condition and monitors equipment to maintain efficiency and safety.

Prepares or completes various forms, reports, time sheets, and other documents as necessary.

Communicates with supervisor, employees, co-workers, and other departments, the public, and other individuals as needed. Coordinates work activities and exchanges information and resolves problems.

Physical Ability:

Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching and crawling. The lifting, carrying, pushing and pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

Additional Duties and Responsibilities:

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

Key Performance Standards:

Maintains a professional and accountable function that reflects the pride of the Parks Department and the City of Frankfort.

Performs all duties and responsibilities in compliance with OSHA and IOSHA standards.

Ensures all equipment is safe to use prior to operating.

Operates all equipment in a safe manner.

Operates vehicles in compliance with posted speed limits.

Meets all deadlines established.

Meets customer services standards in accordance to the City of Frankfort

Position Qualifications:

High School Diploma or GED

Must be 18 years or older

Must possess and maintain a valid Indiana Driver's License

Must possess basic carpentry skills

Must have experience working in the construction or carpentry industries

ADA Compliance:

Physical Ability: The tasks require the ability to exert heavy physical effort and heavy work. The position may include the individual to lift, climb, crawl, stoop, kneel crouch, push and pull. You will be on ladders and roofs. You will be in a bucket truck if needed.

Environmental Factors:

Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, humidity, rain, fumes, uncomfortable temperatures, noise, and chemicals.

The City of Frankfort, Indiana, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.