

EMPLOYMENT OPPORTUNITY

CITY OF PINE LAKE, GEORGIA
425 ALLGOOD ROAD
PINE LAKE, GEORGIA 30072

The City of Pine Lake, Georgia is accepting employment applications for the position of Public Works Laborer - Temporary. The Public Works Laborer is responsible for the general maintenance and repair of all public streets, public buildings, parks and other facilities of public trust. The position assists other Municipal Services Department functions and operations, including on-call duty. The position is a temporary full-time, non-exempt position and is under the general direction of the City Manager – Public Works Director.

Interested parties are to submit application by email to City Manager ChaQuias Thornton at chaquiasmthornton@pinelakega.net or via mail or in-person delivery to Pine Lake City Hall, c/o City Administration, 425 Allgood Road, Pine Lake, GA 30072. Applications are accepted until the position is filled.

See the next page for full job description.

CITY OF PINE LAKE, GEORGIA

POSITION TITLE: PUBLIC WORKS LABORER - TEMPORARY
DEPARTMENT: PUBLIC WORKS
REPORTS TO: CITY MANAGER – DIRECTOR OF PUBLIC WORKS

Starting Salary range: \$15.00/hour

Revised 06/05/2023

General Statement of Duties:

The Public Works Laborer is responsible for the general maintenance and repair of all public streets, public buildings, parks and other facilities of public trust. Assists other Municipal Services Department functions and operations, including on-call duty. The position is a temporary full-time, non-exempt position and is under the general direction of the City Manager – Director of Public Works. As a temporary employee, the employee is classified as an individual hired for a specific period of time or until the completion of a particular project. The Public Works Laborer is hired for a period of no more than 3 months – with a potential for employment to be extended and/or recategorized upon recommendation of the Director of Administration.

Duties:

Performs grounds maintenance work including, but not limited to, mowing, weed control, pruning hedges, and rubbish removal for all city facilities and public spaces, as needed.

There is a requirement to clean garage areas and to make repairs and/or conduct routine maintenance procedures.

Street maintenance including, but not limited to, sweeping and clean-up of debris and materials from the roads, removal of debris and other materials from storm drains connected to streets, and snow and ice removal from roadways in situations of inclement weather.

Performs semi-heavy to heavy manual labor, including lifting heavy objects and working in all type of weather conditions.

Exhibits knowledge of and implements safety procedures and practices; wears safety equipment.

Exhibits the ability to maintain a good working relationship with coworkers and the general public.

Performs other general maintenance work including repairing playground and green space equipment.

Performs other tasks and special projects related to streets and facilities maintenance, and lake and recreation area maintenance, as assigned.

Requirements:

- State issued Driver's License
- Background Check required
- Satisfactory Motor Vehicle Report
- Reliable transportation

The City of Pine Lake, Georgia is an equal opportunity, at-will employer and is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities.