



JOB TITLE Shop Support/Skilled Labor	DATE June 17, 2013
DEPARTMENT Public Works	COMPARABLE WORTH RATING 48 - 51

REPORTS TO – Cemetery Sexton/San & Storm Foreman, Sanitation/S & A Foreman, Lead Mechanic

SCOPE OF POSITION:

General Statement of Duties: To receive, check, and issue supplies. Maintain records, perform general computer data input and other miscellaneous tasks. Perform Labor duties.

Supervision Received: Public Works Supervisors, S & A Foreman, Lead Mechanic

Work Environment: Indoors and outdoors all weather conditions. Handling solvents, cleaners, fluids. Noisy, duty, wet conditions may apply, confined space.

Supervision Exercised: None

PERFORMANCE RESPONSIBILITIES:

The following list is not intended to be all inclusive, as duties will vary depending upon the direction of the Supervisor.

- Record purchases, and forward them to Supervisor.
- Maintain records such as equipment and repair reports as required. Check receipt of supplies. Maintain inventory of parts and supplies. Report low stock.
- Implement data for records and forms
- Answer telephone, take and relay messages.
- May be assigned skilled labor duties outside of the shop.
- Keep working areas in clean and orderly condition.
- Required to travel for parts as directed.
- Other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

- Perform work of a semi-repetitive nature, prepare records where judgment is required, and check supplies.
- Maintain computer data, input computer entries, file documents and monitor shop inventory.



- Ability to obtain and maintain valid Class “B” CDL Driver’s License.
- Ability to lift up to 55 pounds.
- Ability to read and understand MSDS.

• **MINIMUM QUALIFICATIONS:**

- High School diploma, or equivalent
- Class “B” Driver’s License
- Ability to lift and carry 55 pounds
- Subject to random drug & alcohol testing.

REVIEWED AND APPROVED BY:

Staff Representative –AFSCME

Date

City of Hibbing – Administrator

Date