



## CAREER OPPORTUNITY

**Job Title:** Public Works Apprentice

**Department:** Public Works

**Hiring Range:** \$7.50/hour

**Apply at:** Human Resources Department, City Hall, 601 Gloucester St., (2<sup>nd</sup> Floor) Brunswick, GA 31520, an Equal Opportunity Employer or <http://brunswickga.org/human-resources>.

**Apply by:** Until Filled

### **Job Summary**

The City of Brunswick is seeking a summer Public Works Apprentice to assist on various projects in the Public Works and Utilities Department. Duties and responsibilities may consist of public contact during street projects and other activities associated with public works projects. This position is 32-40 hours per week for approximately 4 months (approximately early June – end of September) and is a paid non-benefited position. The Apprentice works under the supervision of the Crew Supervisor.

### **Essential Functions of the Job**

Employee may be required to participate in but not limited to painting, carpentry, landscaping, mowing, wastewater, street, drainage, and parks projects; must utilize auditory, sensory abilities constantly on the jobsite.

### **Other Tasks and Responsibilities**

Performs other related duties as assigned, in support of customer needs and organizational objectives.

### **Knowledge, Skills, Abilities and Other Characteristics**

1. Ability to communicate both orally and in writing in order to provide customer service, explain directions, and deliver feedback.
2. Ability to establish and maintain effective working relationships with staff and the public.
3. Ability to understand and successfully implement Town policies, procedures, laws and regulations relating to assigned activities.
4. Handling multiple projects with interruptions.
5. Prioritizing and organizing workload to meet deadlines.
6. Frequently lift 25 to 100 pounds.

### **Minimum Requirements (Education, Experience, Training, Certifications/Licenses**

Qualifications: Minimum qualifications include: Completion of, or working toward, a High School Diploma or enrollment into a college or university.



## Public Works Apprenticeship Program

The Public Works Summer Apprentice Program assists first stage job seekers in the development of their employment skills and pursuit of their education and career goals. Our mission is to provide a quality and valuable work experience which in turn benefits the citizens of the City of Brunswick by providing quality service in the planning, maintenance and operation of roads, grounds, and waterways.

All positions have a work schedule of Monday through Friday. Some summer positions are described below, but is not meant to be all inclusive.

### **Street Maintenance Laborers**

The Street Maintenance employees performs a wide variety of manual labor duties in the maintenance and construction of the City roads. The work includes physical labor in performing repairs and preventative maintenance. Employees will operate miscellaneous light equipment and practice good safety habits. Job duties include:

Set up and move signs

Asphalt work (raking and shoveling)

Load and unload materials

Shovel rock

Cutting brush and weeds/feed chipper

Mix cement

Miscellaneous duties, as assigned

### **Drainage and Storm Water Laborers**

Employees working in this capacity assist in the maintenance of the storm water detention and retention. Employees work in a team environment, primarily performing manual labor duties and operating miscellaneous power tools. Job duties include:

Set up/move signs

Weed eat brush

Remove and clear small trees and brush

Mow (uneven) areas

Clean and maintain equipment

Miscellaneous duties, as assigned

**Parks/General Laborer**

Employees working in this capacity assist in the maintenance of the parks and squares in the City. Work is primarily performed outside which includes: landscaping, painting buildings, and equipment indoors or out. Job duties include:

Mow grass

Apply and rake out bark

Operate weed eaters

Weed landscaped areas

Preparation for paint /painting

Building maintenance

Clean and maintain equipment

Miscellaneous duties, as assigned