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City of Meriden, Connecticut

Department of Human Resources

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November 20, 2020

VACANCY ANNOUNCEMENT PROMOTION/TRANSFER

VACANCY: Highway Helper: Full Time – 40 Hours per week

SALARY: 34A \$18.28 to \$20.17

NATURE OF WORK: Please read attached job description

QUALIFICATIONS: Must possess high school diploma or GED. Valid CT driver's license desirable. Some experience in performing manual work.

HOW TO APPLY: Apply on line at <https://tinyurl.com/meridencareers> or you can e-mail your Application/transfer form to humanresources@meridenct.gov. Applications are also available in the Human Resources Department, City Hall, 142 East Main Street. Please call to make an appointment.

LAST DATE TO APPLY: November 27, 2020

E.O.E.

Highway Helper

General Statement of Duties:

This is an entry level position within the Highway/Bulky Waste Division of Public Works. The purpose of this position is to provide the opportunity for the selected candidate to begin to understand the operations of these two divisions.

Supervision Received:

Work is performed under the immediate supervision of a laborer, maintainer, operator, crew leader or highway foreman.

Illustrative Duties:

Perform general maintenance activities at the Public Works Complex including floor washing, bathroom cleaning, replenishing supplies, sweeping etc.

Cleaning of vehicles.

Shoveling snow.

Manual sweeping of sidewalks, gutters, etc.

Trimming of grass along streets, sidewalks, etc.

Assist in filling of potholes.

Learn and implement correct flagging procedures.

Minimum Qualifications:

This position requires the employee to have the physical strength to perform the work required of this position.

Knowledge, Skill and Abilities:

Ability to understand and follow oral and written instructions.

Ability to effectively communicate.

Ability to follow directions.

Ability to adjust to ever changing work activities.

Physical strength to perform heavy manual labor, often under adverse weather conditions

Highway Helper

Basic knowledge of small hand tool and equipment associated with janitorial type work.

Experience and Training:

Must possess either a high school diploma or GED.

Valid State of CT driver's license desirable.

Note: This job description is not nor is it intended to be a complete statement of all duties, functions and responsibilities which comprise this position.