



TERRY F. BELL
MAYOR

CARTER SCALES
PUBLIC WORKS DIRECTOR

POSITION AVAILABLE

PUBLIC WORKS

The City of Henderson, Tennessee Public Works Department will be accepting applications for the following position:

PUBLIC WORKS LABORER

Applications will be accepted until the position is filled. Residence within 15 miles of Henderson City Hall is required within one year after employment begins. Applications and Job Descriptions may be picked up at Henderson City Hall at 121 Crook Ave., requested by phone at (731)983-5003, or on the city website at www.hendersontn.gov.

Completed applications should be returned to HR at City Hall or may be returned via email to hr@hendersontn.gov

The City of Henderson is an Equal Opportunity Employer. It is the policy of the City of Henderson not to discriminate on the basis of race, color, national origin, age, sex, or disability in its practices, programs, services, or activities.

CITY OF HENDERSON, TENNESSEE

JOB DESCRIPTION – PUBLIC WORKS LABORER

POSITION: **Public Works Department Laborer.** A Public Works Laborer will perform his/her duties under the direct supervision of the Public Works Director and his/her department supervisors.

FLSA STATUS: Non-Exempt - Hourly.

MINIMUM QUALIFICATIONS/EXPERIENCE:

1. The preferred candidate would possess a valid Class B (with air brakes) CDL, qualifying the candidate for a \$1.00 per hour premium pay. While not a requirement for hire, the applicant must be willing to acquire a Class B CDL as business needs require. The city has a program to assist in achieving this.
2. Must be able to speak, write, and understand English.
3. Must be able to abide by City Drug Testing Regulations and Personnel Regulations.
4. Must have a High School Degree or GED and provide a copy upon hiring.
5. Must be capable of using common sense problem solving to deal with situations.
6. Must maintain a neat, clean appearance.
7. Must establish and maintain an effective working relationship with the public and other employees.

RESIDENCE REQUIREMENTS: Must reside within a 15-mile radius of City Hall or Chester County within one year from the date of employment and maintain residence within this area during their employment.

PRIMARY JOB DUTIES: The job duties of a Public Works Department Laborer are varied and change regularly. Many of the regular duties are listed below but due to the needs of the city and its residents, workers are regularly asked to perform duties that are not contained on the list.

Sanitation Collection: Must be able to ride the rear of the Sanitation Truck from stop to stop. Step down from the vehicle, lift garbage cans and bags and dump or place them in the rear of the truck. Employees will use a variety of hand tools such as a shovel, rake, scoop, and other small tools to pick up loose refuse when needed. Must help the truck driver prepare the truck for the daily route including checking fluids, tires, etc. Must wash the sanitation truck. May be required to help with the maintenance of truck and equipment. May be asked to drive the truck on the route when necessary if a CDL is obtained. Will be exposed to noxious odors, machinery with moving parts, and high noise levels.

Street Department: Must use a variety of hand and power tools and motorized equipment to perform a variety of tasks in the street department including but not limited to: street sign installation, installing holiday decorations, brush removal and hauling, leaf collection, maintaining city-owned building facilities and grounds including but not limited to city parks and the maintenance building, removal of dead animals, maintenance and washing of vehicles, street paving and maintenance, drainage ditch, curb inlet and drainage pipe maintenance, sidewalk and curb construction, minor concrete finishing,

mowing and trimming of grass and weeds on city property and right of ways, painting, weed spraying, and litter removal. Must help maintain and wash vehicles, trucks, and equipment regularly.

Must be able to operate when hired or willing to learn upon employment, the operation of mowers, weed trimmers, chainsaws, a variety of hand and power tools, pickup trucks, dump trucks, knuckle boom trucks, bucket trucks, tractors, and backhoes. Will be exposed to noxious odors, machinery with moving parts, and high noise levels.

Animal Control: Must perform a variety of tasks related to animal control including but not limited to: capture and containment of dogs, cats, and sometimes wild animals, feed and water animals at the pound, clean cages, trap wild dogs when needed, pickup and removal of dead animals, deal with the public concerning complaints about dogs running loose, abuse, etc.

Emergency Response: Will be required to be On-Call on a rotating basis. Must remain within the area designated by the Public Works Director when on-call to respond to requests for assistance due to wrecks, fires, street cave ins, weather conditions, or any other emergency. Must respond even when not on-call to any form of severe emergency. Shall call the PW Director at any time during emergencies or before pending emergencies to receive instructions on whether his/her services are needed. These can include severe thunderstorms, tornados, earthquakes, ice storms, floods, wrecks, train accidents, fires, or severe power failures. May be asked to assist other city departments, county governments, or other municipalities during emergencies.

Other: Any other tasks assigned by the Public Works Director, the Mayor, or the Board of Aldermen.

WORK SCHEDULE OF THE DEPARTMENT:

Normal Schedule: Monday – Friday 7:00 AM to 4:00 PM

With an unpaid 1-hour Lunch Break from 12 Noon to 1:00 PM

The employee will be required to work some Overtime as needed.

The employee must be willing to be On-Call to respond to after-hours emergency calls on a rotating basis.

The work schedule may be adjusted by the Public Works Director, the Mayor, or the Board of Aldermen.

PHYSICAL REQUIREMENTS:

1. Must be able to perform heavy manual labor for extended periods, outdoors under dirty, wet, hot, and cold weather conditions.
2. Must be able to lift repetitively, carry and dump up to 75 pounds or more in multiple job tasks including lifting cans and bags of garbage.
3. Must be able to squat, bend, walk, stoop, dig and lift repetitively throughout the workday.
4. Must be able to safely ride the rear of the sanitation truck by holding on to the handrails.
5. Must be able to operate a variety of motor vehicles and large trucks, tractors, backhoes, mowers, weed trimmers, chainsaws, and miscellaneous hand tools.

The City of Henderson provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms of conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Revision: JUL 2026



PO Box 68 ~ 121 Crook Avenue
Henderson, TN 38340
PHONE: 731-983-5000~FAX: 731-983-5050

Position Applied for: PUBLIC WORKS LABORER Deadline for Application: Until position is filled

APPLICANT INFORMATION

Last Name		First		M.I.	Date
Street Address				Apartment/Unit #	
City		State		ZIP	
Phone		E-mail Address			
Cell Phone No:		Driver's License No & State:			
Date Available					

Are you a citizen of the United States?	YES ☐	NO ☐	If not, are you authorized to work in the U.S.?	YES ☐	NO ☐
Have you ever worked for this company?	YES ☐	NO ☐	If so, when?		
Have you ever been convicted of a felony?	YES ☐	NO ☐	If yes, explain		
Do any of your relatives work for the City of Henderson?	YES ☐	NO ☐	If yes, state name and relationship		
Are you currently employed?	YES ☐	NO ☐			
Are you currently on "lay-off" status and subject to recall?	YES ☐	NO ☐			

EDUCATION

High School		Address	
	Did you graduate?	YES ☐	NO ☐
		Degree	
College		Address	
	Did you graduate?	YES ☐	NO ☐
		Degree	
Other		Address	
	Did you graduate?	YES ☐	NO ☐
		Degree	

MILITARY SERVICE

Branch

From

To

Rank at Discharge

Type of Discharge

If other than honorable, explain

PREVIOUS EMPLOYMENT – CURRENT FIRST

Company

Phone ()

Address

Supervisor

Job Title

Starting
Salary

\$

Ending
Salary

\$

Responsibilities

From

To

Reason for Leaving

May we contact your previous employer for a reference? YES ☐ NO ☐

Company

Phone ()

Address

Supervisor

Job Title

Starting
Salary

\$

Ending
Salary

\$

Responsibilities

From

To

Reason for Leaving

May we contact your previous employer for a reference? YES ☐ NO ☐

Company

Phone ()

Address

Supervisor

Job Title

Starting
Salary

\$

Ending
Salary

\$

Responsibilities

From

To

Reason for Leaving

May we contact your previous employer for a reference? YES ☐ NO ☐

Describe any specialized training, apprenticeship, job-related skills, and qualifications acquired from employment or other experience.

List professional, trade, business, civic or extra-curricular activities and offices held.

REFERENCES

Please list three professional references.

Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

City of Henderson is An Equal Opportunity Employer

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age disability, marital or veteran status, or any other legally protected status.

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. I hereby authorize a complete background check of my criminal record, employment history, and credit history.

This employment application shall be considered active only until the position is filled. Any applicant wishing to be considered for employment beyond this period should complete a new application for that position.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. I understand also, that I am required to abide by all rules and regulations of the employer.

Signature

Date