



PUBLIC WORKS SEASONAL LABORER POSITION DESCRIPTION

General Statement of Duties:

The Public Works Seasonal Laborer is responsible for the general maintenance of parks and other facilities of public trust, and/or monitoring the use of the yard waste facility.

Distinguishing Features of the Position:

This position requires flexibility in time and scheduling. This position is appointed by Municipal Services Superintendent and reports to the Public Works Foreman. Under the direction of the Public Works Foreperson, the employee may be assigned to assist the Parks Custodian or Cemetery Sexton.

Examples of work (illustrative only):

Maintenance of Parks and Grounds:

- Performs basic lawn care requiring the operation of riding mowers, push mowers, weed whackers and other landscaping or maintenance equipment.
- Generally responsible for all the up keep and maintenance of the park system and cemetery.
- Maintains the look and health of park and cemetery trees through pruning, trimming and removal/replanting.
- Maintaining and conducting minor repairs to playground equipment, shelters, benches, waste containers and fencing.
- All other duties as assigned.

Yard Waste Recycling:

- Responsible for opening and closing the facility on time.
- Shall monitor the use of the facility to prevent abuse, misuse or illegal dumping.
- Uses any or all safety equipment provided to complete assigned tasks.
- Maintains a friendly and helpful working relationship with citizens, co-workers, and public officials.
- Performs any and all other tasks as assigned.

Required Knowledge, Skills, and Abilities:

- Ability to use small tools, including power tools.
- Valid driver's license with a good driving record, is required.
- Basic computer skills.
- Ability to deal courteously and tactfully with the public.
- Ability to arrive at work in a punctual manner and reliably assume responsibility as delegated.
- Ability to understand and carry out both written and oral instructions.

Work Environment:

Working outside in the elements such as heat, cold, rain and sun. Potential for high levels of pollen, dust and other irritants typical with outdoor conditions and large maintenance garages.

Standing, walking, working and driving around or within moving traffic. Working in a large maintenance shop with running equipment, loud noise, and hazardous or flammable chemicals.

Physical Demands:

The physical demands described here are representative of those that may need to be met by an employee to successfully perform the assigned duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to use hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee is occasionally required to walk, sit, and talk or hear. The employee may be required to lift, pull and/or move 50 pounds for extended periods. Must occasionally lift, pull and/or move 100 pounds with mechanical and/or physical assistance. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Must be capable of periodic heavy stretching and pulling for extended periods of time.

Selection guidelines:

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description for the Public Works Seasonal Laborer does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.