

Seasonal Public Works Employee

April 28, 2017

Pay Class: \$12.00/hour

Non-exempt

GENERAL PURPOSE:

To temporarily perform general duties associated with parks and right-of-way maintenance for approximately three (3) months during the summer season.

SUPERVISION RECEIVED:

Works under the general supervision of the Public Works Director.

SUPERVISION EXERCISED:

Supervision of other employees is not a responsibility of this position.

ESSENTIAL FUNCTIONS:

1. Maintain cleanliness and appearance of park areas: pick up litter and garbage, clean restrooms, replenish supplies, rake/remove leaves, control pests, repair and paint tables and shelters, etc.
2. Maintain turf areas: mow, aerate, fertilize, and irrigate, control weeds by hand or by mixing and spraying herbicides, operate irrigation controllers and valves, maintain/repair/replace sprinkler heads and lines, and other similar activities.
3. Inspect playground equipment for hazardous situations. Take corrective action or report hazard to supervisor. Repair playground equipment and remove other hazards as required.
4. Perform routine building maintenance on City-owned buildings: painting, plumbing, carpentry, and other similar tasks not requiring licensing from the State.
5. Take necessary corrective actions to eliminate possible hazards from the trees, including removal. Haul and/or chip brush and limbs.
6. Maintain annual and perennial flower beds in parks landscape areas and around City buildings. Apply bark dust/chips. Hang baskets, plant, fertilize, prune, irrigate and weed areas.
7. Operate and perform routine maintenance and minor repairs on equipment such as tractor and related implements, mowers, edgers, blowers, chain saws, air tools etc.
8. Respond to perform weekend rounds on rotating basis and respond to emergency call-outs.
9. Assist in the installation and repair of water and sewer mains and other public works facilities.
10. Assist in patching streets with asphalt and gravel and helps repair water and sewer cuts in the

pavement.

MINIMUM QUALIFICATIONS:

Experience: One (1) year experience in the general maintenance and construction work.

Education: Must be at least eighteen (18) years of age with sufficient education to ensure the ability to read and write. Any other satisfactory equivalent combination of experience and training which insures the ability to perform the work may substitute at the discretion of the City.

License: Possession of an appropriate Oregon Operator's license issued by the State Department of Motor Vehicles.

KNOWLEDGE, SKILLS AND ABILITIES:

Reasonable knowledge of the materials, methods, techniques, hazards and safety precautions used in grounds, parks, and related facility maintenance, including plants, soils, operation of equipment unique to work projects; and equipment servicing methods.

Working knowledge of materials, equipment, methods and techniques used in the construction and maintenance and operation of street, sewer, and water; effective and safe use of tools, and light and heavy equipment associated with various public works activities.

Ability to follow simple oral and written instructions and to act upon them accordingly; perform strenuous manual tasks and to withstand exposure to variable weather conditions; perform basic math; establish and maintain effective working relationships with contractors, manufacturer's representatives, public officials, city employees, and the general public.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to stand, sit, bend, stoop, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Many duties are physically demanding requiring entry to confined spaces and occasionally moving materials weighing up to 100 pounds. Movement of materials weighing up to 25 pounds may consume up to 15% of the work period. Operation of motorized equipment may consume 50% of the work period. Activity and types of duties performed require manual dexterity and coordination.

WORKING CONDITIONS:

The majority of duties take place outside of buildings with exposure to all types of weather conditions, sewage, bio-hazards, traffic, dirt, oil, grease, fumes, noise and chemicals.

OTHER:

The duties listed within this job description 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 job description 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 position change.

The City of Carlton is an Equal Opportunity Employer. Employment decisions with the City are made without regard to race, color, gender, national origin, religion, marital status, age, prior industrial injury, mental or physical disabilities unrelated to job performance, or veterans. The City of Carlton is a Drug-Free Workplace and complies with the Oregon Smoke-Free Workplace law. Candidates who are provided a conditional offer of employment may be subject to a criminal history records check. Those candidates who will be in a safety sensitive position will be subject to a pre-employment drug test. Those candidates who will be required to hold a driver's license will be subject to a pre-employment DMV records check to ensure a safe driving record.

EMPLOYEE ACKNOWLEDGEMENT

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.

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ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Seasonal Public Works Employee job description. I understand it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____