



JOB DESCRIPTION

Title: Seasonal Laborer

Department: Varies

Reports to: Varies

Pay Grade: N/A

Date Adopted: May 17, 2021

Previous Revision Date:

Last Revision Date:

Type: ☐ Full Time

☒ Part Time

FLSA: ☐ Exempt ☐ Salary

☒ Non Exempt ☒ Hourly

Union: ☐ Yes

☒ No

Job Summary:

Assist in a variety of unskilled and semi-skilled manual labor tasks as assigned in the construction and maintenance of parks, athletic fields, City facilities, streets, water and wastewater infrastructure.

Essential Functions:

1. Perform the maintenance, repair, and continual improvement of City parks and recreation facilities; street maintenance, repair, and construction projects, including concrete and asphalt replacement, traffic painting, and sign work; construction, maintenance, and repair of the water distribution collection systems; or preventive maintenance on wastewater treatment facility and system equipment and facilities.
2. Perform mowing, weed removal, and tree trimming, and litter control as directed. Control unwanted vegetation.
3. Perform building maintenance, cleaning park buildings and restrooms, playground equipment maintenance, and maintenance and preparation of athletic fields.
4. Perform manual labor including, digging, lifting, and breaking pavement under varying weather conditions while exposed to dampness, fumes, odors, dust, electrical, mechanical, and traffic hazards.
5. Operate power equipment including, but not limited to: air compressors, jack hammers, pavement breaker, pick, various wrenches, and various type pumps. May participate in traffic control.

6. Operate skid loaders, loaders, tractors, and other equipment, with and without attachments. Operate hand held trimmers, chain saws, post hole drivers, welders, and other similar machines.
7. Assist in the performance of regular and unscheduled maintenance and repairs on all equipment and machinery. Perform "walk-around inspection" prior to operation, replenish fluid levels, and complete required log book. Report malfunctioning equipment to supervisor. Operate all machinery in a safe manner according to the manufacturer's operation manual. Clean and perform routine maintenance and minor repairs to assigned equipment as needed.
8. Assist with other construction activities such as installation of fencing and storm water pipes.
9. May be required to work extended hours during natural disasters, declared disasters, community events, and other similar events.
10. May be required to work evenings/weekends as needed.
11. Establish and maintain effective working relationships with City officials, fellow employees, patrons, and members of the public.
12. Keep confidential information confidential.
13. Perform duties in extreme weather conditions.
14. Report to work within thirty-five (35) minutes for emergencies under normal driving conditions, as required.
15. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
16. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
17. The employee must be able to work extended hours in an emergency.
18. Performs other work which is consistent with the essential functions of the job.
19. Performs other duties as assigned.

Education and Special License(s)/Certifications:

Must possess a valid driver's license and maintain an insurable driving record.

Experience:

Must be at least eighteen (18) years of age.

General construction experience preferred.

Skills:

1. Good oral and written communication skills.
 2. Good listening skills.
 3. Manual dexterity.
 4. General construction skills.
 5. Good driving skills.
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Mental Requirements:

1. Ability to analyze safety situation.
 2. Ability to make quick decisions.
 3. Ability to stay alert for long periods of time.
 4. Ability to work independently.
 5. Ability to work in a team.
 6. Ability to assess situation and use judgement in responding.
 7. Ability to work under distracting conditions.
 8. Mechanical aptitude.
 9. Alpha/numeric recognition.
 10. Ability to carry out assignments through oral and written instruction.
 11. Ability to take on a leadership role.
 12. Mechanical aptitude.
 13. Diplomacy and judgement.
 14. Logical reasoning.
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Physical Requirements:

1. Hand, eye, and body coordination to operate light to moderately heavy machinery, equipment and vehicles.
 2. Ability to withstand extreme weather conditions.
 3. Exposure to vibrations.
 4. Ability to transverse rough terrain on foot.
 5. Ability to work with exposure to noise.
 6. Ability to distinguish among colors.
 7. Ability to work at extended heights.
 8. Ability to drive city vehicle.
 9. Ability to lift up to sixty (60) pounds.
 10. Ability to bend, climb, and stoop.
 11. Ability to sit or stand for long periods of time, but also have the mobility to respond immediately for emergency incidents.
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Supervisory Responsibility (Direct and Indirect):

None

Disclaimer:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.

Approved:



Tobias J. Tempelmeyer, City Administrator

5-17-21

Date