

City of Windsor Heights

SEASONAL LABORER - PARKS AND PUBLIC WORKS MAINTENANCE

Department: Public Services
Reports To: Director of Public Services
FLSA Status: Non-Exempt
Written By: Kyle Michel
Approved By: Doug Stone
Council Review and Approval on March 21, 2016

Summary Description:

Under the general direction and supervision of the Director of Public Services and Public Services Supervisor, the incumbent is responsible for carrying out manual and semi-skilled daily seasonal activities of the public works, park and recreation, and building departments. Work includes the general maintenance, cleanliness, and efficient operation of the City streets, parks, buildings, sewers, sidewalks street signals and signage, and all other public lands and buildings, leased or owned. Work includes operation of light construction equipment and trucks along with hand tools and moderate manual labor.

Appointment/Selection:

Selection is made by the Director of Public Services subject to the approval of the City Administrator. Selection shall be based upon merit and qualification.

Knowledge, Skills, and Abilities:

- General knowledge of tools and equipment, including park maintenance equipment, hand/power tools, chipper, electronic equipment, fire equipment, and emergency equipment.
- Ability to effectively communicate verbally and in writing.
- Able to be meticulous in the maintenance of assigned equipment
- Must develop thorough knowledge and understanding of safety rules and regulations and City policies.
- Ability to establish and maintain positive working relationships with the Mayor, City Council, City Administrator, City employees, the general public, and contractors.
- General knowledge of park and trail maintenance.

- Ability to maintain a professional demeanor, to calmly approach and solve problems under stressful circumstances, maintain and promote harmony in the workplace, concentrate for long periods of time and be flexible.
- Must possess ability to work independently or as part of a team and exercise sound judgment.
- Knowledge of and the ability to safely work with general and specialized tools and equipment used in various public works programs and projects.
- Ability to multi-task on a daily basis and adapt to changing priorities.
- Ability to develop thorough knowledge of proper chemical storage and use for those chemicals and solvents required to carry out the position responsibilities and maintenance of the corresponding Material Safety Data Sheets (MSDS).
- Ability to perform equipment checks and complete equipment checklists.

Essential Functions (The following is a list of typical duties and not meant to be exclusive or inclusive):

- Participates in maintenance and repair projects as directed by supervisor.
- Loads and unloads materials by hand.
- Operate up to 1-ton trucks in hauling such as gravel, asphalt, salt, sand, branch and trees, and trash.
- Performs manual work in cleaning work sites of debris.
- Performs a variety of manual labor work in the construction, maintenance, general operations and repair of City and public works facilities.
- Duties may include assisting with carpentry, concrete work, asphalt laying, storm water infrastructure repair, and street and sewer reconstruction.
- Effectively operates a variety of equipment; including but not limited to City trucks, tractors, mowers, flushers, chippers, chain saws, air compressors, jack hammers, trailers, sewer maintenance equipment and four wheel drive equipment.
- Drives pickup trucks with and without pulling trailered equipment.
- Performs minor concrete finishing and carpentry work related to construction and maintenance projects.
- Maintain all city signs, paint crosswalks and parking markings.

- Maintain, clean and repair storm sewers and catch basins as needed,
- Remove debris from streets and sidewalks as needed.
- Maintain grounds on all City property.
- Trim and/or remove trees on City property as needed.
- Spray weeds when needed if licensed.
- Perform general maintenance work on all City equipment and buildings as needed.
- Dispose of dead animals and other disposable items as needed.
- Assist with putting up and maintaining City decorations at appropriate times.
- Enforce Animal Control measures as directed by City Code or practice.
- Operates equipment and provides necessary labor to clean, repair and/or upgrade public sewer collection systems.
- May operate a variety of pieces of light, medium or heavy equipment under close supervision and / or for training purposes.
- Fabricate signs and barricades; erects same.
- Cleans, scrapes, paints, washes and waxes equipment.
- Assists in keeping clean, safe and in good working condition of City vehicles, equipment, tools, buildings and grounds.
- Assists in building and ground repair and maintenance tasks; including site maintenance.
- Must have the ability to understand the safety rules and regulations, policies, needs, equipment, instruments and their use.
- Provides for emergency maintenance needs outside of normal business hours.
- Provide staffing assistance for City sponsored special events.
- Other duties as directed by the City Administrator or Director of Public Services that arise from a matter of policy or contemporary trends.

Experience and Training:

- Any combination of education and experience providing the required skill and knowledge is qualifying. Typical qualifications would be equivalent to:
 - High School Diploma or GED preferred.
 - Six months of related work experience preferred.
 - Must be 18 years or older
- Must possess a valid Iowa driver's license. A valid Iowa Commercial Driver's License may be required at time of hire.

Tools and Equipment Used:

- Cleaning and maintenance chemicals and solutions in accord with manufacturer's specifications
- Hand and power tools commonly associated with public works tasks and maintenance of public works equipment

Work Environment/Frequent Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a qualifying disability to perform the essential functions.

- The noise level in the work environment is occasional low/moderate level office noise in addition to frequent moderate / high noise exposure of public works maintenance machinery and equipment.
- Frequently sit, stand, walk, bend, grasp, push, pull, squat, twist and kneel.
- Frequent use of physical strength requiring the moving, lifting, pushing, carrying and pulling of objects weighing up to 50 pounds.
- Use hands frequently to finger, handle, or feel objects, tools or controls.
- Reach with hands and arms, and occasionally lift, push, and carry or pull moderately heavy objects (30-50 pounds).
- The employee is frequently required to verbally communicate and interact with public, citizen customers, vendors, staff and elected officials using active listening skills.
- Specific vision abilities required by this job include close vision and the ability to adjust focus with clarity of vision of 20' or more and 20" or less, as well as proficient hand / eye coordination.

- Requires clerical, forms, numerical, and verbal perception.
- Outside work involves regular and prolonged exposure at times to the varying elements of the weather, such as rain, wind snow, heat or cold.
- Occasionally crawling and occasional lifting, pushing, pulling and carrying objects (50 pounds or greater) may be required. Individual will be expected to lift items in this range with the assistance of a machine or other able individual.
- Employee may be exposed to darkness, close quarters, poor lighting, dirt / dust, fumes / odors, moving machinery, visual strain, mechanical and chemical hazards, traffic hazards, microbiological hazards and unpleasant social situations.
- Position may require a significant work pace pressure and irregular work hours in addition to performing during emergency management and critical incident situations.
- Work load is seasonal and as needed, generally from May through the end of August but may be mutually extended for a short period of time.

The appointment for this position is strictly temporary and will not exceed 150 days.

The duties 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 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 job change.

Acknowledgement:

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the City of Windsor Heights reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the City of Windsor Heights. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the City of Windsor Heights has a similar right.

Employee's Signature

Date

City Administrator

Date

The City of Windsor Heights is an Equal Opportunity Employer.

