



**Position Title:** Public Works Seasonal Worker  
**Department:** Public Works  
**Supervisor:** Water/Water Meter Foreman  
**Supervision Exercised:** N/A  
**FLSA Status:** Non-Exempt  
**Average Hours Per Week:** 35-40  
**Position Type:** Seasonal Full-time  
**Pay Grade Level:** 1  
**Location:** Public Works Building, 3451 Ard Dr.  
**Last Updated:** April 6, 2023

#### **General Purpose**

The Public Works Seasonal Maintenance Worker performs general manual labor tasks related to the Public Works Department.

#### **Supervision Received**

- Works under the supervision of and reports directly to the Water/Water Meter Foreman.

#### **Supervision Exercised**

- N/A

#### **Essential Duties and Responsibilities (Duties will vary depending on assignment and therefore this list is Illustrative Only)**

- Performing general labor and manual labor tasks such as mowing, weeding and other related tasks.
- Performing general landscape and cleanup duties such as trash and debris removal.
- Loading and unloading gravel, stone, trees, and soil from heavy equipment.
- Using a variety of hand tools, performing general labor tasks such as shoveling, picking and digging.
- Maintaining and repairing motorized, mechanical and groundskeeping equipment.
- Performing scheduled maintenance on and repair of automated irrigation systems.
- Performing all duties with regard for personal safety and that of other employees and the public.
- Maintaining positive working relationships with supervisor, co-workers, the general public, and other individuals or groups encountered through this position.
- Performing all work duties and activities in accordance with the Public Works Department policies, procedures and safety practices.
- Assist in cleaning storm drains and water valves, installing and repairs of water meters.

- Performing general grounds maintenance, recording actions taken and reporting any considerations to Water/Water Meter Foreman.

### **Peripheral Duties**

- Performs other duties as assigned, consistent with this job description.

### **Knowledge, Skills & Abilities**

Knowledge of:

- General manual labor and grounds keeping;

Ability to:

- Listen carefully to, understand, and effectively communicate through oral, written, and interpersonal communication channels.
- Follow oral and written instructions.
- Work with minimal supervision.
- Operate power equipment, (must be at least 17 years old with a valid driver's license for vehicles) motor vehicles and light duty equipment such as mowers, trimmers and related equipment in a safe manner.
- Proficiently and safely use hand tools and power tools.
- Perform manual labor for extended periods under varying climatic conditions and willingness to fulfill job responsibilities in a cooperative and courteous manner.
- Complete assigned tasks as directed and meet deadlines.
- Maintain a professional demeanor at all times;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Demonstrate integrity in the performance of assigned tasks.
- Exercise sound judgment and generate workable solutions in problem situations.

### **Minimum Acceptable Experience and Training**

- Experience in grounds maintenance is preferred.

### **Essential Physical Abilities**

- An employee in this class should have sufficient physical and mental capability, with or without reasonable accommodation to:
  - Listen and respond to voice instructions; to communicate effectively in person, on the telephone and in a field environment; to discern and give verbal instructions.
  - Perform essential job functions in an outdoor setting in a variety of weather conditions that may require lifting/moving 50 lbs. with or without assistance; bending, stooping, kneeling, climbing, stretching and other physical exertions including performing tasks involving hand/wrist/arm movements; using fingers, hands, and arms to operate tools, buttons, levers, and other equipment and move materials; reach with hands and/or arms; and occasionally lift and reach overhead, climb stairs or ladders, balance, or crouch.

### **Work Environment**

Tasks require a variety of physical activities, generally involving muscular strain, related to walking, standing, stooping, sitting, reaching and lifting (moving up to 50 pounds and occasionally moving up to 80 pounds).

Talking, hearing and seeing are essential to performing required job functions. Frequent exposure to changing weather conditions. Employee frequently works near moving mechanical parts and is frequently exposed to

vibration. The employee frequently works in precarious places and is frequently exposed to fumes or airborne particles, toxic or caustic chemicals, and risk from moving traffic. Common eye, hand, finger dexterity exists. Mental application utilizes memory for details, verbal instructions, emotional stability and critical thinking. Daily local travel required in the normal course of job performance.

**Travel Requirements**

- The employee must possess and maintain a valid Idaho driver’s license and proof of valid insurance.
- Some local travel required.

**Disclaimer**

Must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

**Acknowledgement**

I have reviewed and agree this Job Description accurately reflects the current responsibilities of my position. I also acknowledge this Job Description will be placed in my Personnel File.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_