



Public Works, Park, and Golf Course-Temporary Employee

FLSA Status: Non-Exempt

Created: 10/31/2022

Safety Sensitive: Yes

Last Revised: 10/31/2022

DEFINITION: Under direct supervision of the Public Works Director and Supervisor, performs a variety of unskilled and manual laborer tasks involved in buildings, construction, maintenance, and repair of various public properties including streets, walks, street signs, rights of way, parks, airport, storm drainage system, cemeteries, open spaces, and golf course. Some duties require the employee to drive a truck or other vehicle to transport personnel and/or equipment. Work assignments will vary depending upon season and projects to which assigned.

DISTINGUISHING CHARACTERISTICS: This class is at the entry or trainee level. Employees in this classification often work as part of a crew and under immediate or relatively close supervision.

ESSENTIAL FUNCTIONS:

1. Mows and maintains parks and open spaces areas such as baseball and soccer fields or golf course: mows weeds; clean and maintains sprinkler systems and assists in the repair and installation of sprinklers lines and heads.
2. Inspects washes and performs routine maintenance of park drinking fountains and restrooms.
3. Sweeps, washes, paints, and repairs or replaces tables and slabs.
4. Performs minor semi-skilled interior building maintenance such as painting, plumbing carpentry, and other unskilled and semi- skilled trade's works.
5. Performs routine maintenance on lawn and power equipment.
6. Plants lawns, trees, shrubs, and flowers.
7. Carries out the seeding, fertilizing, top dressing, soil conditioning, watering, and the pest and weed control of the City's parks and open spaces or golf course.
8. Operates tractors, mowers, jack hammers, shovels, rakes, welders, trucks and other listed equipment as needed.
9. Performs custodial work such as required and assigned, including; changing lights bulbs and fluorescent tubes' sweep floors, vacuum carpets, mop, dump garbage and reline cans with liners, clean and sanitize restrooms and replenish supplies, clean drinking fountains mirrors, tables, walls, fixtures, clean rain gutters, sweep roofs.

10. Collects and disposes of soils waste from building and grounds: pick up litter from premises.
11. Assists in setting up and taking down equipment for various park and recreation or golf course programs. Prepares facilities for program use.
12. Installs and maintains goals posts and nets for sports facilities, including soccer, volleyball, baseball, softball, tennis and basketball.
13. Performs all duties in conformance to appropriate safety and security standards.
14. Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying and backfilling.
15. Cuts, fits, lays, repairs, taps, cleans, and flushes water mains, pipe, gates and fittings on repair of mains and services and installation of services, and fire hydrants. Assists in shutting off broken sections of water mains.
16. May occasionally be assigned to help in other departments with such items as building maintenance, helping to move equipment, counters, files, etc. at the discretion of the Public Works Director.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge of:

- Appropriate use and maintenance of hand and power tools, and other equipment common to basic laborer tasks.
- Basic laborer tasks such as use of shovel, rake, etc.;
- Basic lawn, field, and/or tree and plant maintenance techniques.
- Basic cleaning and refuse removal procedures; and
- Standard streets, grounds, and facilities maintenance and repair procedures.

Skill to:

- Use maintenance tools, equipment, and supplies in a safe and efficient manner;
- Drive trucks and other vehicles;
- Use hand and basic power tools.

Ability to:

- Install signs, decorations, and other fixtures;
- Understand and follow directions;
- Respond to the public and others in a courteous and respectful manner.
- Perform heavy manual tasks for extended periods of time
- Communicate effectively verbally and in writing;
- Establish and maintain effective working relationships with employees, other departments and the public;
- Understand and carry out written and oral instructions.

Required Certifications and Licenses:

A valid state driver's license.

Must be sixteen (16) years of age or older.

Ability to pass an alcohol and drug test given at pre-employment and randomly.

Experience, Education, and Training:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

Two years of experience relating to construction, maintenance, or repair.

Physical and Mental Requirements:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strenuous physical work including frequent shoveling, raking, lifting, and loading of heavy objects (up to 100 pounds); physically demanding work for continuous and lengthy periods of time, often combined with bending, twisting, squatting, reaching, and working on irregular surfaces; strength, dexterity, and stamina to stand for long periods and to perform manual tasks using heavy hand and power tools; performs manual tasks associated with cleaning or unclogging sewers and/or storm drains.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

Working Conditions:

Work is performed under the following conditions.

Most work is performed outside with exposure to extreme weather conditions including heat, rain, snow, cold, and wind. Frequent exposure to noise, dust, fumes, and odors. Potential exposure to dangerous chemicals, cleaning solvents, paints, and unpleasant materials. Occasional work in confined areas. Work may need to be performed alone and may be done in isolated geographic areas.

Employee's Acknowledgment: I acknowledge that I have read the above job description and have received a copy for my records.

Employee's Signature

Date Signed