

POSITION DESCRIPTION	
Class Title:	Seasonal Employee
Department:	Public Works Location: 2200 South Pine Street
Union:	No

GENERAL STATEMENT OF DUTIES:

Performs manual labor of various kinds requiring physical strength and endurance, and operates equipment for general maintenance.

SUPERVISION RECEIVED:

Works under the general supervision of the Streets, Parks, Water, and/or Wastewater Foremen.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Works with full-time operators, and independently, to perform a variety of tasks including, but not limited to: cutting grass and weeds, trimming shrubbery, general landscaping, sewer cleaning, GIS surveying, hydrant flushing, road maintenance, line striping, maintenance of traffic signage, forestry work, brush collection, compost site operation, special event preparation, athletic field maintenance, and other streets, parks, and utility maintenance as assigned.

Assists in cleaning and maintaining public buildings, including park restrooms and pavilions.

Maintains a consistent and reliable attendance record.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- Graduation from high school education or GED equivalent.

Necessary Knowledge, Skills and Abilities:

- Ability to operate a variety of mechanical equipment in a safe and efficient manner.
- Ability to follow instructions with minimum of direct supervision.

- Ability to communicate effectively and exercise good judgment, courtesy, and tact when dealing with the public.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is regularly required to use hands; to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand. The employee is occasionally required to walk; talk or hear; sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Lifting occurs as a part of normal work and is usually done in conjunction with stooping, bending or twisting.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

SPECIAL REQUIREMENTS:

- Possess a valid Wisconsin Driver's License.

TOOLS AND EQUIPMENT USED:

Motor vehicle, meters, common hand and power tools, shovels, wrenches, lawn equipment, mobile radio, phone, and a variety of lab equipment.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations, where possible, may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions.

The noise level in the work environment is usually moderate to loud.

SELECTION GUIDELINES:

Formal application, rating of education and experience, oral interview and reference check. Job related tests may be required.

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.

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.

Approval: _____
Director of Public Works

Effective Date: _____