



Job Description

Job Title: Seasonal Employee

Department: Public Works

Education Required:

High School Diploma or GED

Type of

Position:

- Full-time
- Part-time
- Intern

Hours: 40 hours/week

Over-time may be required on occasion
 Exempt
 Nonexempt

General Description:

Under direction, performs work of routine difficulty in manual labor involving physically demanding unskilled and semi-skilled tasks; performs related work as required.

Essential Functions of the job:

- Paint Valve Covers
- Flush Fire Hydrants
- Exercise Water Valves
- Landscaping
- Watering Flowers
- Street Patching
- Tree Trimming
- Trash Collection
- Other duties as assigned.

Safety and Risk Management Responsibilities:

All employees are expected to exercise their responsibility for employee safety and risk management. Adherence to safety requirements is considered an important measure of employee performance evaluation. Employees are responsible for complying with all established safe work rules; reporting all accidents and injuries immediately and cooperating in all accident and injury investigations by supplying full and complete information; submitting recommendations for safety and efficiency, as well as reporting defective equipment and unsafe conditions; using safety equipment provided for personal use in performing daily work assignments; only operating equipment trained and authorized to operate; providing public protection from unsafe conditions and hazards resulting from municipal work operations; and participating in special safety activities such as departmental safety committees, job safety analysis, and special training sessions. Other responsibilities with regard to employee safety are detailed in the Safety Manual under Sections 3.00 and 5.00, pages 7 and 9 respectively.

Knowledge and Skills:

Comprehensive skill, experience and knowledge in the tools used in maintenance and construction; precautions necessary to work safely with and around mechanized equipment; using standard tools, supplies and materials common in manual labor tasks; understanding and carrying out verbal instructions; some knowledge of Village streets.

Supervisory Responsibilities: This position does not require supervisory responsibilities.

Competencies:

Interpersonal Skills - Maintains confidentiality; Listens to others without interrupting; Remains open to others' ideas and tries new things.

Ethics - Treats people with respect; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently. Completes administrative tasks correctly and on time. Follows instructions and responds to management direction.

Communication - Listens and gets clarification; Responds well to questions; Speaks clearly and persuasively in positive or negative situations. Writes clearly and informatively. Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed. Contributes to building a positive team spirit; Shares expertise with others.

Adaptability – Able to adapt to changes in the work environment. Manages competing demands. Changes approach or method to best fit the situation. Able to deal with frequent change, delays, or unexpected events.

Technical Skills - Assesses own strengths and development areas; Pursues training and opportunities for growth; Strives to continuously build knowledge and skills; Shares expertise with others.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Physical Demands:

Ability to reach, lift, and carry 50 lbs., and stoop, kneel, and pick up 100 lbs.; pull or push 200 lbs., must have perception and discrimination of color, sound, taste, texture, odor and form; operate in an environment of excessive noise and varying light intensity; work in conditions of excessive dust or dirt; stand for long periods of time; crouch and

Work Environment:

Frequently be exposed to temperature extremes, strong odors or fumes, toxic agents, loud noise, vibrations, wetness, humidity, adverse weather conditions, dust, varying light conditions.

crawl as needed; climb ladders in excess of five feet but less than twenty feet.	
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