

# SEASONAL WORKER

Approved 12/21/2021

## Job Description Summary

<b>Position Titles:</b>	1) Snow Plow Operator 2) Summer Laborer	<b>Base Wage:</b>	1) \$15-18/hr (DOQ & Duties) 2) \$10.33/hr (SMW)
<b>Supervisor:</b>	Public Works Director	<b>Premium Pay:</b>	1) \$1-2/hr (per policy)
<b>Department:</b>	Public Works	<b>Work Status:</b>	1) On-call; 2) PT/FT

SMW = State Minimum Wage

### Purpose

Performs unskilled to skilled work tasks to carry out a variety of routine maintenance related to the City's hard surfaces, parks & greenspaces, buildings, and other facilities. Depending on specific position operates heavy- to light-duty motorized equipment & machinery, operates specified hand & power tools, and regularly performs manual tasks.

### Essential Functions

#### GENERAL DUTIES

- Keeps Supervisor informed about all noteworthy matters, issues, or concerns.
- Refers, to Supervisor, any complaints or work requests from the public.

#### STREET MAINTENANCE

- Operates various heavy and other equipment to plow and remove snow from city streets, roads, alleys, and parking lots. Follows snowplowing route as directed.
- Applies ice control as directed by Supervisor or full-time staff.
- Reports, to Supervisor, any observed road obstacles or other hazards.
- May shovel & sweep snow from city-owned building entryways (incl. steps and doorways).

#### PARK & GROUNDS MAINTENANCE

- Maintains assigned grassy areas (parks, public ROW, & around municipal buildings) by mowing, trimming, and pulling weeds. Notifies full-time staff of areas for spraying.
- Waters flowers; trims trees, shrubs, and bushes; and may help with new plantings.
- Performs a variety of manual tasks including picking up trash, raking leaves, and clearing any storm and other debris in assigned areas.

#### BUILDING & FACILITIES MAINTENANCE

- Participates in cleaning/maintenance of city-owned buildings and structures.
- Paints or stains park buildings and other structures (e.g., fences) as directed.
- Collects/removes garbage from offices & workspaces in city buildings.

#### EQUIPMENT MAINTENANCE

- Performs basic checks before operating tools, machinery, and equipment.
- Cleans tools, machinery, and equipment after use.
- May assist other staff in other equipment maintenance activities.

# SEASONAL PUBLIC WORKS WORKER

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## Required Knowledge, Skills, & Abilities

- Knowledge of each area of responsibility and duty category.
- Knowledge of relevant department policies and procedures.
- Knowledge of horticulture & gardening practices for flowering and ornamental plants.
- Knowledge of applicable OSHA and other safety-related laws, rules, and regulations.
- Knowledge of basic first aid treatments.
- Skill in working cooperatively with fellow public works workers and city hall staff.
- Skill in performing work tasks in a timely manner.
- Skill in meeting expected quality and other standards.
- Skill in producing consistent, high-quality work results at full performance level.
- Skill in following established procedures with consistency and uniformity.
- Skill in operation of a variety of vehicles, equipment, and machinery.
- Skill in using a variety of hand and powered tools.
- Ability to initiate routine work duties and carry out tasks with little direct supervision.
- Ability to complete tasks in a timely manner according to supervisor's direction.
- Ability to increase personal knowledge base for assigned areas.
- Ability to follow department policies & procedures as well as supervisory direction.
- Ability to work independently and with a high degree of initiative.
- Ability to communicate effectively with co-workers.
- Ability to receive input/feedback (and constructive criticism) on performance.
- Ability to work a flexible/variable work schedule.
- Ability to positively represent the department and City through appearance and demeanor while performing work tasks in a highly visible, public setting.
- Ability to follow safe work practices for self and others.

## Training & Experience

### MINIMUM REQUIREMENTS

#### *...for Snow Plow Operator*

- MN Class B commercial driver's license.
- Must be at least 18 years of age.

#### *...for Summer Laborer*

- MN Class D driver's license.
- Satisfactory driving record.

### PREFERRED QUALIFICATIONS

#### *...for Snow Plow Operator*

- MN Class A commercial driver license *with air brake endorsement.*
- Previous snowplowing experience with skill operating equipment around various structures and features.

#### *...for Summer Laborer*

- Previous experience in same or similar duties.
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## Working Conditions (summary only)

- Regularly works outdoors—on snowplowing routes or at various sites within the city.
- The laborer position may work a flexible weekday schedule as authorized by Supervisor.
- Ability to read, understand and follow Safety Data Sheets (SDS) and take appropriate steps to properly use, store, and dispose of hazardous materials.

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