

TEMPORARY SEASONAL EMPLOYEE – PUBLIC WORKS

GENERAL STATEMENT OF DUTIES: Performs a variety of skilled manual and operational tasks. Weeding, mowing, manual labor, trash collection, general maintenance and assist full-time staff as needed; does related work as required.

SUPERVISION RECEIVED: Works under the direction of the Public Works Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. As a member of a crew or individually, repairs and maintains ballparks (including trash collection and restroom cleaning), and related park facilities.
2. Performs routine inspection and preventive maintenance on assigned equipment and refers defects.
3. Performs all duties in conformance to appropriate safety and security standards.

PERIPHERAL DUTIES: None.

DESIRED MINIMUM QUALIFICATIONS:

1. Applicant must be at least 18 years of age.
2. Education and Experience:
 - A. Graduation from high school or GED equivalent, and
 - B. Three favorable work-related references.
3. Necessary Knowledge, Skills and Abilities:
 - A. Considerable knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities;
 - B. Skill in operation of the listed tools and equipment.
 - C. Ability to work safely and ability to operate equipment in a safe manner; Ability to communicate effectively verbally and in writing; Ability to establish and maintain effective working relationships with employees, other departments and the public; Ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS: Valid Oregon Driver's license.

TOOLS AND EQUIPMENT USED: Motorized vehicles and equipment, including pickup truck, common hand and power tools, shovels, wrenches, phone.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: 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 and vibration.

Typical work day is 4-6 hours a day, including some weekends.

The noise level in the work environment is usually loud.

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check. Must pass a drug test and consent to a background check by the police department.

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.

This is a temporary, non-exempt position, without benefits. Neither this job description nor any other organization document, confers any contractual right, either express or implied, to remain on assignment, or to be hired as a Regular Employee with the City of Gladstone. Neither does it guarantee any fixed terms and conditions of your temporary assignment. Your temporary assignment is not guaranteed for any specific time and may be terminated by the City of Gladstone, or you may resign with or without reason or notice at any time.

I acknowledge that I have read and understand the duties of this job and accept the terms of this position.

Signature _____ *Date* _____