

# City of Washburn Job Description



**Position Title:** Seasonal Summer Laborer

**Department:** Public Works Department

**Immediate Supervisor:** Director of Public Works

## **General Statement:**

This seasonal summer position within the Public Works Department, is intended to provide for the efficient delivery of public works and utility services to residents and visitors to the community. Regular duties of this position include performing maintenance and assistance with occasional construction to the City's buildings, parks, cemetery, utilities, roads, and harbor. Assignments may include janitorial tasks, lawn care and/or equipment maintenance and repair. Other manual labor may be assigned as required by the needs of the department and requirements of the City.

This position may include up to five (5) consecutive eight (8) hour days and may run between May through September.

This position works closely with the public and administrative staff in carrying out responsibilities of the Department. Must be a team player and maintain cooperative and 'can do' attitude relationships with all municipal departments. Must possess oral and written communications and problem-solving skills.

## **Essential Functions and Related Tasks:**

Essential and other important responsibilities and duties may include, but are not limited to, the following:

- 1) Provide a high level of customer service at all times. Project and maintain a positive image on behalf of the City of Washburn during the performance of duties.
- 2) Daily tasks will be as assigned by the position's supervisor and may include, but are not limited to, day-to-day operation and maintenance of parks, playgrounds, buildings, grounds, cemetery, streets. Additional duties may include painting, lawn care, tree trimming, brush clearing, litter control, garbage collection, custodial duties, hand excavations; driving non CDL vehicles; and other general labor tasks as assigned.
- 3) Ability to:
  - Communicates effectively with customers, the public, co-workers, and superiors.
  - Work independently and effectively while carrying out assigned duties.
  - Work courteously and cooperatively with other employees, departments, and other units of government.
  - Carry out written and verbal orders efficiently and completely with minimal supervision.
  - Use and care for a variety of hand tools for the maintenance and care of parks and campgrounds.
- 4) Maintain compliance with work rules of department and state and federal agencies.
- 5) Responsible for protection of municipal property and equipment. Must operate all equipment and machinery with care to ensure the preservation of municipal equipment and prevent injury and property damage.

- 6) Report all dangerous, unlawful, mischievous, and/or malicious activities to immediate supervisor for further investigation.
- 7) Perform related duties as necessary and assigned.

**Qualifications:**

- A) High School graduate or equivalent.
- B) Must be capable of carrying out tasks efficiently and productively in absence of supervision.
- C) Knowledge of safety practices required for Public Works operations.
- D) Knowledge of basic hand tools, safe operation of small engine powered equipment such as lawn mowers, weed cutters, etc.
- E) Must have, and maintain as a condition of employment, a safe driving record.
- F) Must have, and maintain as a condition of employment, access to dependable transportation.

**Physical Requirements in Performing Tasks Listed:**

The physical demands described here are representative of those that must be met for an individual to successfully fulfill the essential functions of this position. Reasonable accommodations may be offered to enable an individual with disabilities to perform the essential functions.

Work is performed in both indoor and outdoor settings. The Summer Laborer will be frequently required to sit, stand, and kneel for extended period of time, walk over rough or uneven surfaces, work in unpleasant surroundings, talk, hear, navigate stairs and may occasionally lift heavy objects.

While performing the duties of this job, the employee will work frequently with a motor vehicle, small engine powered equipment, heavy equipment, hand tools, work in indoor, outdoor settings, and confined spaces such as public rights-of-ways, parklands, municipal facilities such as wells, wastewater treatment plant, sanitary sewers, harbor, etc. Lighting and noise levels will vary from location to location and from day to day. The outdoor settings will present various types of weather conditions and terrain. The employee will be exposed to hot and cold temperatures, precipitation, fumes from paints, herbicides, pesticides, gasoline and fuels, and cleaning supplies, vehicle exhaust, campfires, marine vessels, etc. The employee will be exposed to allergens and unpleasant conditions.

Approved by Council in May 2006  
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