

Position Title: **LIMITED-TERM SUMMER
LABORER**

Department: **Public Works Department**

Immediate Supervisors: **Director of Public Works**

General Statement:

This limited-term employment full-time 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 includes performing maintenance and assistance with occasional construction to the City’s buildings, parks, cemetery, utilities, roads, and harbor. Other manual labor may be assigned as required by the needs of the department and requirements of the City.

Assignments may include janitorial tasks, utility monitoring and/or equipment maintenance and repair duties, and emergency and non-emergency on-call assignments as necessary.

This is a non-represented position may include up to five (5) consecutive eight (8) hour days and may continue for such time as the staffing needs of the City of Washburn require and allow it.

This position works closely with the general public, administrative staff, and regulatory agencies 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 above average 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 course of performing the duties of the position.
- 2) Exceptional level of self-motivation is required for this position. Must have ability to be motivated and productive at all times and particularly when immediate supervisor is not available. Must have high level of common sense and ability to make judgment calls in absence of supervisor.

- 3) 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, building grounds, cemetery, streets, municipal buildings, water distribution systems, wastewater collection systems, the, stormwater system. Additional duties may include custodial duties, maintenance of vehicles and equipment. Must maintain a high level of productivity and search out for tasks to accomplish during work hours at times the presence of supervisor may be lacking.
- 4) Ability to:
 - Communicates effectively with customers, the general public and superiors.
 - Work courteously and tactfully with customers, the general public and superiors.
 - Work independently and effectively in the course of carrying out assigned duties.
 - Work cooperatively with other employees, departments, and other units of government.
 - Carry out written and verbal orders efficiently and completely with minimal supervision.
 - To use and care for a variety of hand tools for the maintenance and care of parks and campgrounds.
 - Operate all equipment and machinery with care to insure the preservation of municipal equipment, prevent injury to municipal employees and the general public and prevent property damage.
- 5) Maintain compliance with work rules of department and state and federal agencies.
- 6) Responsible for protection of municipal property and equipment. Must operate all equipment with care and responsibility. Reports 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) Must have, and maintain as a condition of employment, a safe driving record.
- E) 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 in order 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 right-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.