

POSITION DESCRIPTION

Class Title: Seasonal Public Works Position

- **GENERAL PURPOSE**

This entry-level position performs a variety of unskilled or semi-skilled street maintenance duties including asphalt patching, street striping, painting of curbs and crosswalks, right-of-way maintenance, mowing and weeding, storm drainage cleaning, and other duties as assigned by the Public Works Superintendent. May operate construction and maintenance equipment.

- **SUPERVISION RECEIVED**

Works under the immediate supervision of the Public Works Superintendent.

- **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- *Maintains streets and other community owed facilities including, for example, patching streets, mowing grass on Town's property when required, assists in removal of trash and maintenance of the Town's right-of-way.*
- *Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.*
- *Operates a variety of power construction and maintenance equipment used in the water and street departments.*

- **DESIRED MINIMUM QUALIFICATIONS**

Must be 16 years of age or older and hold a valid driver's license.

- *Necessary knowledge, skills, and abilities:*
 - *Some knowledge of equipment, materials, methods, and procedures used in maintenance, construction, and repair activities.*
 - *Skill in operation of some of the listed tools and equipment.*
 - *Ability to perform heavy manual tasks for extended periods of time.*
 - *Ability to work safely.*
 - *Ability to communicate effectively.*
 - *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.*

- **TOOLS AND EQUIPMENT USED**

- *Motorized vehicles and equipment, including pickup truck, utility truck, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch.*

- **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.*
- *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 required to walk, sit, climb, or balance, stoop, kneel, crouch or crawl and smell, and be able to shovel in a ditch when required.*
- *The employee must frequently lift and/or move up to twenty-five pounds and occasionally lift and/or move up to one hundred pounds. Specific vision abilities*

required include close and distance vision, peripheral vision, depth perception and the ability to adjust focus.

- **WORK ENVIRONMENT**

- *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*
- *While performing the duties of this job, the employer 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. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually loud.*

- **SELECTION GUIDELINES**

- *Formal application, rating of education and experience, oral interview and reference check, job related tests may be required.*
- *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.*