



280 S. Maple St. P.O. Box 435 Grant, MI 49327

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## **DPW SEASONAL LABOR JOB DESCRIPTION**

**Class Title:** DPW Seasonal Worker

**Department:** Public Works

**Supervised by:** DPW Supervisor

**Date:** April 1, 2019

### **GENERAL DESCRIPTION**

The DPW Seasonal Worker is expected to perform a wide range of operation, repairs, and maintenance activities associated with streets, water, sewer, sidewalks, buildings and grounds, cemetery, and recreational sites.

### **SUPERVISION RECEIVED**

The DPW Seasonal Worker is under the general supervision of the DPW Supervisor. Issues with work problems should be directed towards DPW Supervisor.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

An employee in this position is required to perform the following essential functions with or without reasonable accommodation. These examples are not an exhaustive list of the duties which the employee may be expected to perform.

1. Participates in streets and sidewalk maintenance activities. Such as patching, painting/stripping, street sweeping, plowing, and salting. Completes yard waste and brush pick-up and completes related tasks.
2. Participates in building and facility maintenance activities. Paints, cleans, changes lights, sets up rooms and completes related tasks.
3. Participates in grounds and parks maintenance activities. Mows, trims, chips, plants, maintains park benches, tables, playground equipment, bathrooms and other facilities, pick up trash and completes related tasks.
4. Places and removes temporary and permanent signs and barricades, participates in pavement markings and painting.

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5. Participates in limited fleet maintenance activities. Performs preventative maintenance and basic repairs on city equipment and vehicles. Such as greasing, oil changes, blade changes and other related tasks. Documents preventative maintenance results and other work in established logs and alerts supervisor to repair needs.
6. Participates in storm drain cleaning, repair and construction. Assists the Water and Sewer Dept. in maintaining the water distribution and sewer collection systems. Including meter reading and other related tasks.
7. Assists with decorations, event set-up, traffic control, signage, banners, and related items.
8. Operates all light duty equipment including mowers, string trimmers, back pack blowers and power tools.
9. Performs other duties as assigned.

## **DESIRED MINIMUM QUALIFICATIONS**

### Education and Experience:

1. Graduation from accredited high school or GED equivalent
2. Two (2) years of related experience; or
  - a. An equivalent combination of education and experience.
3. Documented work history.

### Necessary Knowledge, Skills and Abilities:

1. Thorough knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities.
2. Ability to work safely, when and where to use provided PPE.
3. Ability to communicate effectively.
4. Ability to establish and maintain effective working relationships with employees, other departments and the public while displaying a positive attitude.
5. Ability to understand and carry out written and oral instructions.
6. Ability to understand the personnel policy as well as follow the chain of command.
7. Ability to use common sense, be able to adapt to changes and condition/situation; and troubleshoot problem. As well as know when to ask for help.
8. Ability to prioritize and have organizational skills.
9. Ability to operate equipment for long periods of time, which sometimes includes uncomfortable sitting and/or bouncing movement.

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## **SPECIAL REQUIREMENTS AND/OR CERTIFICATIONS**

A satisfactory driving record and a valid Michigan Driver's License. Employment is also subject to a review of criminal history and drug screening.

## **PHYSICAL DEMANDS**

The physical demands of this classification as described herein 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 hand 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 and hear. The employee is occasionally required to walk, run, sit, climb, balance, stoop, kneel, crouch, crawl, and smell.

The employee must occasionally lift and/or move up to eighty (80) 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**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the 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 occasionally works in outside weather conditions with hot and cold temperatures. The employee occasionally works near moving mechanical parts and is occasionally 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 in the field is usually loud and moderately quiet in office settings.

## **OVERVIEW OF POSITION DESCRIPTION**

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.

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