

CITY OF HAMBURG

JOB DESCRIPTION

JOB TITLE: Seasonal Maintenance Worker

DEPARTMENT: Public Works & Parks

EFFECTIVE DATE: May 2010

FLSA STATUS: Non-Exempt

HOURS WORKED: 10 to 20 Hours/Week

DEFINITION:

Part-time “as needed” seasonal worker for lawn mowing and general maintenance work.

MISSION STATEMENT PURPOSE:

To represent the city in a professional manner; to treat residents as valued customers and strive to provide them with services that represent good value and good quality in a timely fashion; to treat fellow employees with respect and consideration; to provide parks and recreation areas that are beautiful, environmentally friendly places in the community.

SUPERVISION RECEIVED:

Works under the general and technical direction of City Maintenance Worker.

SUPERVISORY FUNCTIONS:

None.

EQUIPMENT/JOB LOCATION:

Works indoors/outdoors in all weather conditions. May be exposed to temperature extremes and potentially hazardous conditions. Works with industrial equipment and power tools of various sizes and weight. This job requires periods of heavy physical efforts.

ESSENTIAL FUNCTIONS OF THE JOB:

- Maintains parks including building and grounds maintenance, repairs and installs equipment, installs snow fences, empties trash barrels in parks, and maintains the bathrooms.

- Mows and trims grass in parks and right-of-ways, sprays for weeds, plants flowers and trees, places and maintains flowers barrels within the City, removes diseased trees as needed, trims trees and shrubs, and winterizes park water system.
- Assists with repair or replacement of manholes and sewer grates; cleans storm sewers, catch basins, and sand traps.
- Assists water/wastewater operator with daily and weekly readings/duties at the facility including calls involving plugged sewer lines, water main breaks, leaks, and frozen water lines: operates a sewer jetter and/or rodder to clean sewer lines.
- Checks and maintains pumps and liftstations; puts chemicals in liftstations as needed; checks pump house to see that wells are pumping.
- Checks and records daily chlorine and fluoride readings.
- Straightens and replaces damaged street signs.
- Paints curbs and white stripes on streets to designate parking areas and crosswalks.
- Performs preventative maintenance on city equipment and vehicles; maintains repair records.
- Performs maintenance of Public Works Buildings; cleans restrooms, offices and shop area
- Reads water meters and record information; checks meters and gauges, pumps, and control panels to verify correct operation of equipment.
- Locates and removes stray animals and transports to kennel.
- Performs light repair work as needed on city buildings.
- Assists with water meter installation.
- Assists with weekend duty rounds of water/wastewater facilities.
- Sweeps and shovels sidewalks.
- Trims trees.

REQUIRED KNOWLEDGE, SKILLS AND ABILITY:

- Ability to work outside of normal working hours on an on-call basis as the needs of the City require.
- Ability to perform essential functions during required hours of position.
- Ability to communicate effectively in English, both in oral and written formats.
- Possession of effective problem solving and analytical skills.
- Ability to concentrate and use reasoning and good judgment.
- Ability to establish and achieve priorities in the work environment.
- Must be able to socially, physically, and mentally perform all essential functions of the position in the working conditions described above.
- Demonstrated ability to establish and maintain positive and effective relationships with other employees, the City Clerk/Treasurer, the public and other governmental agencies.
- Working knowledge of tools, methods, operations, and materials used in public works maintenance, including lawn care.
- Working knowledge of the safe operation of department equipment including operation of power mowers.

- Working knowledge of occupational hazards and safety precautions necessary to perform manual maintenance work with the park, street, water, and sewer systems.
- Working skill in building maintenance.
- Working skill in lawn mowing and park maintenance.
- Working ability to maintain equipment and vehicles, record information, and to follow a preventative maintenance program.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential job functions of this position. Specific vision abilities required by this position include close vision, distance vision, peripheral vision, and the ability to focus as it relates to such tasks as driving a vehicle, operating equipment, processing paperwork, overseeing public activities, etc. Considerable ability to use small motor skills necessary to manipulate objects requiring manual dexterity. Considerable ability to use large motor skills which include bending, walking, balancing, kneeling, pushing and pulling during the workday. Employee is frequently required to sit and talk or hear, use hands to finger, handle or feel objects, tools or controls and reach with hands and arms.

- SITTING: In vehicles and at training sessions.
- STANDING: On job sites and hard slippery surfaces.
- REPETITIVE MOVEMENT: With hand/wrists while driving, using tools and equipment.
- SIGHT: Performing work and operating equipment safely during the day and night with or without corrected vision.
- HEARING: Communicating with personnel and the public in person, by radio and telephone, hearing warning mechanisms on equipment and vehicle. Noise level is usually moderate.
- SPEECH: Answering telephones and radios, speaking with supervisor, other personnel and the public.
- LIFTING: Tools, supplies, materials, and equipment. Considerable ability to regularly lift and carry objects weighing up to 25 to 35 pounds and less frequently lift and carry objects weighing up to 100 pounds.
- WALKING: Performing maintenance duties within job sites.
- CLIMBING: Getting onto and off machinery, equipment, and ladders. Heights could be over 8 feet in the air.
- REACHING: Retrieving supplies, materials, and equipment. Performing maintenance duties in all city buildings.
- PULLING/PUSHING: Using tools and equipment of various sizes, weights, and shapes.
- GRASPING: Pens, pencils, radios, tools, and various equipment.
- TWISTING/TURNING: Performing work at job sites and on equipment.
- KNEELING: Performing work at job sites and on equipment.

ENVIRONMENTAL CONDITIONS:

The position requires exposure to the following:

- NOISE: Moderate to high level from machinery, trucks, and heavy equipment.
- FUMES: Odors from equipment, vehicles, paint, chemicals, gasoline, asphalt, oils, cleaning agents, sealers, and trash pick/disposal.
- DUST: High levels of wood dust, dirt, fertilizers, outside air dust.
- CHEMICALS: Paints, sprays, chemicals used in public works and parks maintenance operations.

MINIMUM QUALIFICATIONS:

- High school graduate or GED.
- Must have a valid Minnesota Driver's License.
- Ability to perform the physical elements of essential job functions in the outdoors and in a building.
- Ability to lift up to 100 pounds.
- Must be in compliance with DOT testing regulations and requirements necessary to operate City vehicles.
- One year of experience with Park Equipment and Grounds Maintenance including lawn mowing, light equipment operation, or equivalent.

DESIRABLE QUALIFICATIONS:

- Experience working in a municipal public works department.
- Additional maintenance, construction or farming experience including the use of light equipment.
- Training/Education in maintenance, machinery, mechanics or related field.
- Customer Service/Public Relations Experience.

NON-DISCRIMINATION POLICY:

The City of Hamburg will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, or status with regard to public assistance.

(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the City and requirements of the position change. The City of Hamburg reserves the right to change and/or eliminate any and all job duties as necessary. This position is subject to drug and alcohol testing.)