



## **POSITION DESCRIPTION**

**Title:** Seasonal Maintenance Worker  
**Department:** Public Works  
**Status:** Seasonal  
**Immediate Supervisor:** Public Works Crew Leader (Streets, Utilities, or Park Maintenance)

### **GENERAL FUNCTIONS:**

Perform general grounds maintenance duties including preparation of walking trails and fields at assigned city and park sites, or basic maintenance tasks in city right-of-way including vegetation control, asphalt, concrete, gravel, drainage repairs, or sanitary sewer, storm sewer, and water system maintenance. Operates a range of small powered and specialized equipment. Provide support for special events. May perform duties of similar complexity in other maintenance areas as required or assigned.

Because of the small size of the city staff, each staff member is expected to perform a wide range of field duties as may be required from time to time. This position is eligible to earn overtime for hours worked over forty (40) per workweek.

### **SUPERVISION:**

Work under the supervision of the Field Supervisor. Technical and field leadership provided by the Lead Maintenance Workers.

### **ESSENTIAL JOB FUNCTIONS:**

Perform routine tasks such as weeding, raking, watering, hand mowing, edging, shoveling, litter pick-up, cleaning and repairing trails, grounds and other public facilities; prepare baseball and soccer fields. Assist other employees in other park, building, right-of-way repair tasks and water, sewer, and storm sewer maintenance.

### **NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Get along with others and work as a member of a team.
2. Learn general principles of landscape and walking trail and field maintenance, including turf, shrubs and trees commonly used in park landscaping.
3. Learn general principles of right-of-way maintenance including concrete, asphalt, drainage repairs and vegetation control.
4. Identify work hazards and practice general safety procedures.

5. Interact with the public in an effective, customer-friendly manner.
6. Communicate information effectively verbally and in writing.
7. Understand and follow oral and written instructions.
8. Work independently without direct supervision in the field.
9. Safely operate light-duty trucks, hand mowers and a variety of hand tools used in park maintenance.
10. Lift up to 50 pounds and perform a variety of physical tasks and heavy labor.

**MINIMUM QUALIFICATIONS:**

High school diploma or GED equivalent required. Any equivalent combination of education and experience, which provides the applicant with the knowledge, skills, and abilities required to perform the job.

Ability and interest in outdoor park maintenance work in all types of weather.

Possess a valid Minnesota Class D Driver's license and have a good driving record.

Must be 18 years of age or older.

Experience in maintenance or other related work preferred.

**TOOLS AND EQUIPMENT USED:**

Equipment such as push mowers, light duty trucks; power edgers, blowers and string trimmers; shovels, rakes, etc.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in field settings. Hand-eye coordination is necessary to operate computers and various pieces of maintenance equipment. While performing the duties of this job, the employee often works near moving mechanical parts or in outside weather conditions. The employee is exposed to wet and/or humid or hot conditions, fumes, toxic or caustic chemicals.

While performing the duties of this job, the employee is required to stand, walk, use hands or fingers to handle, feel or operate objects, tools, or control, and reach with hands and arms. The employee is required to sit, climb stairs or ladders; stoop, keel, crouch, or crawl, talk and hear.

The employee must lift and/or move up to 50 pounds and perform a variety of physical tasks and heavy labor. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

