

SUMMER HELP

City of Washington

Street Department

POSITION SUMMARY

Under the direction of the Public Works Superintendent and City Administrator, the Summer Help is a non-exempt position under FLSA. This position is responsible for mowing, trimming, and general maintenance around the City.

ESSENTIAL FUNCTIONS

- Mow city owned properties;
- Trim weeds and grass on city owned properties;
- Painting of equipment and buildings;
- Maintain park equipment;
- Maintain ball diamonds and prepare playing fields;
- Assist in the maintenance of the Fairgrounds;
- Assist with street repairs;
- Assist with concrete work;
- Assist with repair and/or replacement of street signs and posts;
- Cleaning of storm inlets, pipes, and ditches;
- Assist with street sealing duties;
- Assist with equipment repairs;
- Deliver materials and supplies to various locations in and around the city;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Assists with the cleanup of code violations;
- Assists with the cleaning of sanitary sewers;
- Assists other departments as needed;
- Performs other duties as deemed necessary or assigned.

QuickView

<u>FLSA:</u>	NON-EXEMPT
<u>ADA:</u>	APPLICABLE
<u>FMLA:</u>	ELIGIBLE
<u>OSHA:</u>	
<u>WORKING CONDITIONS:</u>	

SUMMER HELP POSITION REQUIREMENTS

Experience: No previous experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within one month of employment.

Education: A valid Kansas Driver's License (K.D.L.) is preferred, but not required.

Technical Skills: A working knowledge of equipment maintenance, signing procedures and work safety procedures road construction and repairs, and mathematics is preferred. The ability to judge distances, and to read and interpret written instructions, manuals, diagrams, and schematics is preferred. This employee should possess a strong work ethic, effective public relations, and oral and written communication skills.

Problem Solving: Limited problem solving is involved in this position. This employee encounters problems with equipment malfunctions. Serious problems are reported to the Street Superintendent or other Superintendent.

Decision Making: Limited decision making is involved in this position. This employee makes decisions about performing necessary street repairs, maintaining department equipment, and performing daily duties in the safest and most efficient manner.

Supervision: This employee works with frequent supervision from the Street Superintendent or other Superintendents. This employee does not exercise any supervisory responsibilities over subordinate personnel.

Financial Accountability: This employee is responsible for the safe operation of department equipment. This employee does not participate in the annual budget process.

Personal Relations: Daily contact with the general public, co-workers, and supervisory personnel is expected.

Working Conditions: Some adverse working conditions exist within this position. Exposure to hazardous chemicals, explosives, blood borne pathogens, heavy machinery, excessive noise, work in confined spaces, heights, and all types of weather condition is expected.

Physical Requirements: Manual labor including lifting and carrying heavy objects, bending, kneeling, climbing, and the ability to operate departmental equipment is required daily in this position.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

THIS JOB DESCRIPTION LAST UPDATED IN JANUARY 2014.