

Town of Ignacio
Job Description

PUBLIC WORKS SEASONAL WORKER

Supervisor: Director of Public Works
Department: Public Works
Revised: 04/20/16

FLSA Status: Non Exempt
Position Status: Seasonal Part-Time

POSITION SUMMARY: Performs a variety of jobs and tasks using the tools and equipment required to satisfactorily complete the job. Work is assigned by a supervisor and can be for utilities (i.e. water, wastewater, irrigation, gas), facilities (i.e. town hall, town shop, etc.), parks, and streets (i.e. roads, alleys and right-of-ways, etc.). This is a seasonal part-time position and work hours will vary depending on the work and season.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Inspects and/or repairs automatic lawn sprinkling systems at frequent intervals to ensure everything is functioning properly.
- Operates equipment of various types including, lawn mowers, trimmers, blowers, tampers, and assorted hand tools.
- Performs routine inspection, preventive maintenance and repair on equipment and refers defects or needed repairs to supervisor; cleans equipment and tools.
- Performs all duties in conformance to appropriate safety and security standards.
- Performs required labor involved in construction and maintenance projects as part of job duties.
- Work will be scheduled weekly and can be in excess of 40 hours per week.
- Performs other job related duties as required or requested.

QUALIFICATIONS:

- Must be 18 years or older with a positive attitude and willingness to work in all weather conditions and learn what is needed to perform job duties.
- Must have basic knowledge of equipment, facilities, materials, methods and procedures used in maintenance construction and repair activities.
- Must be able to recognize dangers and use safety equipment.
- Must obtain first aid and CPR certification.
- Must be skilled in operations of tools and equipment to maintain listed duties.
- Must maintain a telephone for emergency notification purposes.
- Must pass pre-employment drug test.
- Must possess a valid State of Colorado driver's license and be insurable under the Town vehicle insurance policy.

LANGUAGE SKILLS: Must have the ability to communicate clearly and accurately, orally and in written format or be willing and able to learn. The requirements of language skills will vary depending on department needs.

MATHEMATICAL SKILLS: Must have the ability to add, subtract, multiply, and divide in all units of measure or be willing and able to learn.

REASONING ABILITY: Must have the willingness and ability to establish and maintain effective working relationships with town officials, town staff, co-workers, and the public.

PHYSICAL REQUIREMENTS:

- Regularly required to use hands, eyes, etc. to handle tools, to operate equipment, and communicate with staff and public.
- Required to sit, climb and balance, stoop, kneel, crouch or crawl, walk and stand.
- Must be able to lift a minimum of 50 pounds.
- Vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Adequate hearing is required to hear/talk with all individuals and to use communication devices and telephones on a consistent basis.
- Must have a normal sense of smell.

WORK ENVIRONMENT:

- Frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration.
- Occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals and risk of electrical shock.
- Work will involve working outdoors and driving Town lawnmowers, operating weed-eater, driving trucks.
- Noise level in the work environment is moderate to loud.

STATEMENT OF UNDERSTANDING

I have read and understand the above position descriptions. I assert that I am able to perform the essential job functions, meet the physical requirements of this position, and satisfy the expectation for regular attendance.

Employee Signature

Date

Supervisor Signature

Date