



CITY OF SELAH

PUBLIC WORKS DEPARTMENT 9-Month Position

This job description is intended to present a descriptive list of the range of functions and duties assigned to the position. It does not recite, establish or limit all functions and duties of the position, and additional or different functions and duties may be assigned – either permanently or temporarily. It is not intended to reflect all duties performed within the job.

Date Posted: January 26, 2023

Date Closed: February 10, 2023

Department: Public Works

Classifications: Non-Permanent; Full Time; Non-Union; Non-Exempt

Benefits: Position receives full benefits during months of employment

Anticipated Dates of Employment: March 1, 2023 – November 30, 2023

Work Schedule: Wednesday through Sunday, times subject to change.

Pay Range: \$15.75 - \$20.50/hour

Summary of Position

Position operates primarily in the City parks through grounds maintenance. Position works to maintain grounds by mowing, irrigating, weeding, edging lawn and flower beds, paints tables, benches, and buildings. Assists in the installation and repair of irrigation systems.

Supervision and Direction to be Received

Under the direction of the Public Works Utility Foreman, employee is expected to maintain parks and its attendant facilities such as rest rooms and parking lots; performs related work as required.

Essential Job Functions:

Essential functions and duties include, but are not limited to, the following:

- Maintains grounds by mowing, irrigating, weeding, edging lawn and flower beds; paints tables, benches and buildings. Assists in the installations and repair of irrigation systems.
- Operates lawn tractor and power edging tools; may drive truck to deliver supplies; may work in shop repairing broken or worn park equipment.
- Cleans parking lots, paved areas and grounds of litter and empties garbage cans; cleans, sanitizes and supplies rest rooms.
- Solid waste collection and disposal (including picking up trash and empty trash containers).
- Other park duties and maintenance functions as determined by the Public Works Utility Foreman. Such duties will include preparing baseball fields, soccer fields, repair fencing and pruning trees

Peripheral Duties

- Ability to perform other duties as directed.

Necessary Knowledge, Skills and Abilities

- Working knowledge of computers and electronic data processing; knowledge of public works field operations.
- Skill in operating lawn maintenance tools and equipment.

Special Requirements

- Position requires regular weekend work. Please be sure you are able to work this schedule.
- Duty includes responding to complaints and inquiries, doing daily rounds, and performing other duties as assigned.
- Employees must be able to respond within 30 minutes during emergencies.

Tools and Equipment Used

Tools, equipment and machinery associated with the field operations of the Public Works Department including, but not limited to, welding equipment, conventional tools, power tools, back hoe, fork lift, street sweeper, dump truck, paint sprayer.

Qualifications

Education, Experience, and Training Guidelines: *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

- Valid driver’s license with a minimum of two years driving experience
- High School Diploma or General Education Degree (GED)
- Must be 18 years or older

Working Conditions

Reasonable accommodations are available and will be granted due to documented disabilities that, absent such accommodations, would impede an applicant’s or employee’s performance.

Environmental Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet to moderate.

Physical Conditions:

Must be physically capable of lifting and/or carrying or move up to 80 pounds. While performing the duties of this job position employees will work long hours outside including in the sunlight and movement throughout the day. Employee must be able to exert physical effort in adverse conditions, and be willing to work overtime if available, when asked.

I have read and understand this class description.

Signature

Date

