

CITY OF BLACK DIAMOND JOB DESCRIPTION

Job Title: **PUBLIC WORKS SEASONAL WORKER**
Department: Public Works
Reports to: Operations & Maintenance Superintendent
Compensation: \$18.00 - \$21.00 per hour (DOQ)
FLSA: Non-Exempt

Summary:

Under direction of the Operations & Maintenance Superintendent, this position performs routine manual labor tasks involving cleaning and maintenance of City parks, streets and other areas supported by the Public Works Department.

SCOPE:

Reports to: Operations & Maintenance Superintendent

This position primarily performs grounds maintenance functions including mowing, edging and debris pick-up. May also, as directed by the Operations & Maintenance Superintendent perform maintenance tasks of varying complexity involved in the recurring maintenance, installation and repair of work of water, sewer, street, stormwater, park, and facilities of the Public Works Department. This includes, but is not limited to, vegetation control, asphalt, concrete, gravel, and drainage repairs. Operate a range of powered and specialized equipment and (depending on abilities and credentials) vehicles, as necessary.

WORK ENVIRONMENT:

Work is performed in all weather conditions, and all times of day and is heavy physical labor requiring bending, stooping, lifting of heavy objects, working at heights or on a scaffolding and working in tight or confined areas. Physical effort is needed to move, lift, and carry up to 50 pounds and occasionally 50-100 pounds. Basic communication skills such as talking, seeing, and hearing are needed for frequent person-to-person contact. The nature of the work has frequent interruptions. Also requires travel from site to site.

ESSENTIAL FUNCTIONS:

- Perform routine tasks such as weeding, raking, watering, mowing, edging, shoveling, litter pick-up, cleaning and repairing trails, grounds, and other public facilities.
- Assist other employees in labor assistance as requested.
- Driving is essential to perform job functions. Possession of a valid Washington state Driver's license and good driving record is required.
- Other similar duties as assigned.

QUALIFICATIONS:

Education and Training:

High school diploma or GED. Any combination of education experience, which provides the applicant with the knowledge, skills, and abilities required to successfully perform the responsibilities of the position may be considered.

Licensing and Certification:

Valid Washington State driver's license free of serious or frequent violations required.

Special Requirements

- Must be 18 years or older
- Completion of a criminal background check
- Proper documentation to fulfill the requirements of the Immigration and Nationality Act within three (3) days of employment is a condition of employment with the City of Black Diamond.

Knowledge, Skills, and Abilities:

Knowledge of:

- Tools and equipment necessary to perform job functions.
- General principles of landscape and vegetation control.

Ability to:

- Lift up to 50 pounds and perform a variety of physical tasks and heavy labor.
- Get along with others and work as a member of a team.
- Drive a City vehicle.
- Safely operate light-duty trucks, hand and riding mowers, and a variety of hand tools used in maintenance.
- Perform outdoor maintenance work in all types of weather.
- Work independently without direct supervision in the field.
- Use a personal computer to retrieve and send emails and document work.
- Work cooperatively with co-workers.
- Understand and follow oral and written instructions.
- Identify work hazards and practice general safety procedures.
- Communicate information effectively verbally and in writing.
- Interact with the public in an effective, customer friendly manner.

The statements contained herein reflect general details as necessary to describe the principle functions of this classification, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements.

ORIGINATION DATE: August 2008