



JOB DESCRIPTION CITY OF MEDFORD

JOB TITLE: Public Works Worker, Seasonal

DEPARTMENT: Public Works

POSITION SUMMARY

Performs light manual maintenance to semi-skilled work in the Public Works Department.

POSITION AUTHORITY

Works under the general and technical direction of the Public Works Director.

RELATIONSHIPS

IMMEDIATE SUPERVISOR

Public Works Director

SUPERVISES

None

EMPLOYEE CONTACTS

Public Works Department personnel, other City employees and City Council.

OUTSIDE CONTACTS

Consultants, Contractors and the public.

RESPONSIBILITIES

- Operate all types of light equipment including mowers, trimmers, etc.
- Maintain playground, park and pool equipment.
- Maintain equipment and grounds of ball fields.
- Perform miscellaneous cleaning, light repair work and maintenance of City owned property.
- Perform routine maintenance and inspection on City vehicles.
- Assist in maintaining the water system as needed; wells, water tower, fire

hydrants, water mains, water meters and chemical feed pumps.

- Perform other light maintenance work as required and as directed by the Public Works Director.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

- High School diploma or equivalent. Must possess a valid Minnesota Class D driver's license. Must have experience in maintenance, construction, or related equipment operation.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of traffic laws, ordinances, and regulations involved in municipal equipment.
- Considerable knowledge of the occupational hazards involved and the safety precautions necessary in equipment operation.
- Considerable ability to use a telephone or radio for work calls.
- Considerable ability to safely and effectively operate light and equipment.
- Considerable ability to perform a variety of assigned maintenance duties including manually excavating and digging.
- Working ability to establish effective working relationships with supervisors, other employees, public officials, and to deal with the public in a pleasant, courteous, and tactful manner.
- Working ability to understand and follow written and oral instructions.

WORK ENVIRONMENT

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.

- Considerable ability to stand, walk, bend, crouch, stoop, pull and push, twist and turn sometimes for long periods and/or repetitively.
- Considerable ability to frequently lift and carry objects of varying weight up to 50 pounds.

- Considerable ability to work with and around hazardous chemicals irritants, and strong fumes, and to work with potential exposure to infectious disease.
 - Considerable ability to use both large and fine motor skills and a keen sense of touch and smell daily to perform work.
 - Considerable ability to work outside in all types of weather.
 - The noise level in the work environment is usually moderate.
-

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Adopted: May 20, 2009