

CITY OF NEWBERG POSITION DESCRIPTION

Class Title:	Seasonal Laborer Limited Duration Position	Range Number:	115
Department:	Public Works	FLSA Status:	Non-Exempt/At-Will
Division:	Varies	Representation:	N/A
Location:	Various	Date:	March 2016

GENERAL PURPOSE

Performs a variety of unskilled or semi-skilled maintenance work and operates a variety of equipment in the repair, maintenance, grounds keeping of the Public Works Department facilities. Typical duties may include janitorial, painting, cleaning and general labor.

SUPERVISION RECEIVED

Works under the supervision of a Public Works Department Superintendent and may receive direction from other department personnel.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs basic landscaping and utility work including cleaning, pressure washing, mowing, planting and other duties as needed.

Assists operators in maintenance or cleaning of plant process equipment as needed.

Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.

Performs janitorial responsibilities in the assigned buildings on a weekly basis including the use of cleaning supplies, solutions and tools.

Drives trucks of various sizes and weights in the loading, hauling and unloading of various equipment, gravel and sand. Operates tractors, mowers and loaders as assigned.

Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.

Performs all duties in conformance with appropriate safety and security standards.

Performs as part of a crew or independently in maintenance, repair, and facility systems. Required activities include digging, cleaning, repair of buildings and facilities, basic grounds keeping, janitorial, maintenance and other semi-skilled and unskilled tasks.

Operates a variety of power construction and maintenance equipment used in water, sewer, storm, street, and facility maintenance activities. Operates mowers, power tools, brooms, hoses and pressure washers, paint, cleaning products and other tools as required by the task.

This person may be called upon to assist other personnel in the completion of other skilled or semi-skilled tasks. This person may encounter exposure to biological, chemical, electrical, mechanical and noise hazards. The use of personal protective equipment appropriate to the hazard will be required. Must be able and willing to work indoors and outdoors in all types of adverse weather conditions and physical surroundings.

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.

MINIMUM QUALIFICATIONS

- Graduation from high school or GED equivalent;
- Valid United States Driver's License;
- Ability to communicate effectively and to understand and carry out written and verbal instructions;
- Ability to establish and maintain effective working relationships with employees, other departments and the public;
- Ability to perform heavy manual tasks for extended periods of time;
- Ability to work safely and to wear hazard appropriate personal protective equipment;

Any equivalent combination of education and experience that will provide the employee a general understanding of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities;

TOOLS AND EQUIPMENT USED

Motorized vehicles, equipment, pickup truck, utility truck, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, safety gear and phone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation will be made to meet the needs of qualified individuals with limitations who can perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk, sit, climb or balance, stoop, kneel, crouch, or crawl, and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 70 pounds. Employee must be able to wear hazard appropriate personal protective equipment. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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 will be made to meet the needs of a qualified individual with limitations who can perform the essential functions of the job.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. Employee will be required to wear hazard appropriate personal protective equipment.

The noise level in the work environment is occasionally loud.

The position 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.