

**CITY OF ALMA
JOB DESCRIPTION**

**LABORER
SEASONAL LABORER**

Supervised By: Public Works Superintendent and Crew Leader
Supervises: No supervisory responsibility

Position Summary:

Under the general supervision of Public Works Superintendent or the Public Works Crew Leader, provides general labor in support of a wide range of maintenance projects.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Assists with landscaping duties. Plants, seeds, weeds, fertilizes and waters grounds. Mows, trims and completes related landscape maintenance duties. Performs snow removal, salt and sand applications, and assists with leaf and debris pick-up.
2. Participates in the routine maintenance of recreational fields and park facilities and equipment. Washes, scrapes, paints and completes related tasks associated with park equipment and facilities.
3. Assists with general clean-up and maintenance activities. Cleans curbs and gutters, sweeps sidewalks, and assists with wastewater treatment plant and street repair maintenance.
4. Operates light vehicles and trucks, other hand or power tools and other equipment associated with facilities, park and landscape maintenance projects. Operates heavy trucks and equipment in assisting with street repairs and maintenance. Hauls, loads and unloads materials, supplies, and debris associated with streets and utilities projects.
5. Completes basic custodial and maintenance duties for City buildings and facilities. Performs unskilled or semi-skilled tasks involving general cleaning, washing windows, changing light bulbs, and litter and trash collection and disposal. Locks and unlocks facilities as directed.
6. May assist in the routine construction, repairs, and maintenance of streets, sidewalks, medians, curbs, gutters, manholes, sewer lines, and related areas.
7. Assists with special events and seasonal projects as assigned. Puts up and takes down holiday decorations and assists with other special events.
8. Completes timesheets and maintains daily work logs of projects completed and the equipment, vehicles and materials used. Completes other paperwork as assigned.
9. Adheres to all applicable safety procedures while operating equipment and tools, working with chemicals or electrical sources, accessing confined spaces, and while working in other dangerous situations. Participates in safety training as necessary.
10. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- High school diploma or the equivalent.
- Knowledge of safety procedures and precautions involved in equipment and vehicle operation and seasonal maintenance work.
- Knowledge of the tools, materials, and equipment used in landscape and custodial and street maintenance.
- Skill in the use of equipment, tools, and related implements used in landscaping, street and utility repairs, and basic public works maintenance projects.
- Ability to work independently and complete assigned work in a timely manner.
- Ability to understand instructions and follow detailed procedures consistently.
- Ability to problem-solve, and work effectively under stress, within deadlines and changes in work priorities.
- Ability to communicate effectively and present ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, City officials, professional contacts, the media, and the public.
- Ability to exercise a high degree of diplomacy in contentious or confrontational situations.
- Ability to coordinate multiple tasks, adjust to changing priorities, and work within deadlines.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to travel to various locations within the City and work outdoors, including visiting construction sites with treacherous terrain, requiring the employee to traverse uneven ground, climb up or crawl down to access the site, and may involve fumes, dust, chemicals or other hazardous materials, loud machinery and equipment, and other dangers associated with engineering projects and construction sites. An employee in this position must have the strength, stamina and physical coordination needed to gain access to the construction project sites described above, observe and inspect work in progress, and operate vehicles, hand and power tools, and heavy equipment. The employee is occasionally exposed to adverse weather conditions, loud noises, moving mechanical parts, dust or airborne particles, and fumes. The noise level in the work environment is usually quiet to moderate, and may be loud in field situations.

While performing the duties of this job, the employee is frequently required to communicate with others in person and on the phone and on a two-way radio. The employee must regularly lift and/or move items of moderate to heavy weight.