

**CITY OF WOOD VILLAGE
PUBLIC WORKS DEPARTMENT
SEASONAL CITY WORKER**

PURPOSE OF POSITION: Perform a variety of general grounds, parks and utility tasks, such as mow, irrigate and fertilize grounds areas, clean park facilities, prune trees and shrubbery, control weeds and pests, operate light and medium equipment and perform routine utility tasks. This is a seasonal position generally available only during the spring and summer months.

ESSENTIAL JOB FUNCTIONS:

Maintain cleanliness and appearance of park areas by performing such tasks as pick up litter and garbage, clean restrooms, replenish supplies, rake/remove leaves, control pests, repair and paint tables and shelters, etc.

Maintain turf areas, mow, aerate, fertilize, and irrigate, control weeds by hand or by mixing and spraying herbicides, basic operation of irrigation controllers and valves, maintain/repair/replace sprinkler heads and lines, and other similar activities.

Maintain annual and perennial flower beds in park landscape areas and around City building. Apply bark dust/chips. Plant, fertilize, prune, irrigate and weed bed areas.

Operate and perform routine maintenance and minor repairs on equipment, such as tractor and related implements, mowers, edgers, blowers, chain saws, etc.

Inspect playground equipment for hazardous situations. Take corrective action or report hazard to supervisor. Repair playground equipment as required.

Perform routine building maintenance on city-owned buildings such as painting, plumbing, carpentry and other similar tasks not requiring licensing from the state.

Follow all Safety rules and procedures.

AUXILIARY JOB FUNCTIONS: Assist other personnel within the department as workload and staffing levels dictate. Maintain work areas in a clean and orderly manner. Maintain friendly, positive attitude with all public contacts.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: General knowledge of pruning, turf care, plants, shrubbery and the use of tools and equipment, practices, methods, hazards and safety precautions required to perform duties. Equivalent to high school education, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

SPECIAL REQUIREMENTS/LICENSES: Possession of valid Oregon Drivers License.

DESIRABLE REQUIREMENTS: Previous experience in a grounds maintenance capacity. Specialized training in horticulture field. Possession of a current CPR/First Aid card.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to stand, sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility over various terrain. Many duties are physically demanding requiring the movement of materials weighing up to 50 pounds. Duties require regular operation of light equipment, use of hand and power tools, jackhammer, chain saw, shovels, etc. Activity and types of duties performed require manual coordination and dexterity .

WORKING CONDITIONS: The majority of duties take place outside of buildings with exposure to all types of weather conditions and terrain.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function assigned to this position. Responsible for own work.

SUPERVISION RECEIVED: Works under the lead direction of the Parks Crew Chief and general supervision of the Public Works Supervisor.

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.

May 2003