

City of Little Falls

SEASONAL TEMPORARY LABORERS, STREETS/PARKS

The City of Little Falls will be accepting applications for two seasonal summer laborers within the Public Works Department. The seasonal laborers will be working on various tasks including weed/grass mowing, pothole patching, general cleanup, etc., at the hourly rate of pay of \$9.86. Applicants must be 18 years of age or older and have a current Minnesota Driver's License. A City application must be completed and returned in order to be considered for these positions. Applications will be accepted until the positions are filled, however, request the submission by 5:00 p.m. February 13, 2019. Applications and job descriptions are available between 8:00 a.m. and 5:00 p.m. at City Hall or on our website at www.cityoflittlefalls.com.

Publish: January 27 and February 3 and 10, 2019



POSITION DESCRIPTION
TEMPORARY SEASONAL LABORER, STREETS/PARKS

PURPOSE, SCOPE AND WORKING RELATIONSHIPS: The Temporary Seasonal Laborer Streets assists in the daily maintenance and repair of public grounds, right-of-ways, water/wastewater facilities [including flushing of lines] and property, and other public facilities. Work is mostly of an unskilled nature with some semiskilled duties. The Seasonal Laborer is normally employed for three months in June, July and August with work hours from Monday through Friday.

Reports to: Street and Park Foreman

Supervision: None

DUTIES AND RESPONSIBILITIES:

- Safely and efficiently assists in the operations of the street, parks, wastewater collection system under the direction of the Streets and Parks Foreman.
- Performs general grounds maintenance duties in all parts of the City including:
 - Mowing;
 - Weed trimming;
 - Water;
 - Shoveling;
 - Leaf blowing;
 - Picking up litter;
 - Pulling weeds;
- Performs general interior and exterior maintenance activities in and around various public buildings including the following tasks:
 - Sweeping and mopping floors and sidewalks;
 - Emptying wastebaskets and garbage cans;
 - Cleans, disinfects and maintains restrooms.
- Follows all established safety procedures and precautions including reporting all incidents or accidents immediately; equipment malfunctions or breakdowns; unsafe or hazardous conditions; and assures that work or assignment areas are clean and equipment are properly cleaned and stored before leaving on breaks, end of workday, etc.
- Performs other duties when assigned or when necessary.

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.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of City policies, procedures, programs, rules and regulations.
- Knowledge of the basic gas operated mowers and weed trimmers.
- Knowledge and mechanical ability and aptitude desirable.
- Ability to do manual work in a wide range of working conditions, especially outside during inclement weather.

- Ability to be mobile in a variety of work environments including climbing steps, ramps and ladders; entry on confined spaces; possess sufficient physical strength and ability to perform lifting and moving materials and equipment; to reach overhead and bend down to complete tasks needed.
- Ability to lift 50 pounds.
- Ability to read, write, speak and understanding English effectively.
- Ability to communicate effectively, both orally and in writing.
- Ability to assess and prioritize multiple projects and work within deadlines to complete projects and assignments.
- Ability to establish and maintain effective working relationships with superiors, subordinate staff, City Council, other external agencies, and the general public.

MINIMUM REQUIREMENTS:

- Must be 18 years old or older.
- Possession of a valid State of Minnesota driver's license.
- Must be able to lift 50 pounds.