CITY OF MEDINA
CLASSIFICATION DESCRIPTION
POSITION: Seasonal/Temporary Laborer
WAGE RANGE: Starting at $18/hr.
DEPARTMENT: Public Works
REPORTS TO: Public Works Director or Maintenance Supervisor
FLSA STATUS: Non-Exempt – Represented by Local 763 of the Teamsters Union, upon 346 hours of employment

GENERAL FUNCTION
Under general supervision, this position performs entry level unskilled work and using a variety of hand tools and small power equipment. The Seasonal/Temporary Laborer assists Maintenance Workers in construction repair and maintenance of streets, storm drains, buildings, grounds, open spaces, parks, park improvements and other city facilities.

REPRESENTATIVE ESSENTIAL DUTIES AND RESPONSIBILITIES
This list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar, related or logical assignment to the position.

- Uses a variety of hand tools and small power equipment to assistance in the performance of a variety of unskilled maintenance work. Assists Maintenance Workers with daily work assignments and repairs; assists repairs in streets, parks, and drainage systems.
- Washes, and performs routine maintenance of drinking fountains, restrooms, tennis courts, basketball courts and children’s play area.
- Assists with sweeping, washing, painting, and repairing or replacing outdoor tables, benches and slabs.
- Mow lawns and assists in maintenance of park and open space areas; weeds; cleans and maintains courts and appurtenances.
- Performs minor unskilled and assists in the maintenance of open space structures such as restrooms, shelters, sheds, etc. by performing custodial, maintenance, and painting.
- Plants lawns, trees, shrubs, and flowers.
- Assists in carrying out the seeding, fertilizing, top dressing, soil conditioning, watering, and the pest and weed control of parks and open spaces.
- Collects and disposes of garbage and recycle from the PW Maintenance Facility; picks up litter (garbage and recycle) from all city owned property.
- Sets up and takes down equipment for various functions and programs, prepares facilities for program use.
- Performs all duties in conformance to appropriate OSHA standards. Assists Maintenance Workers in construction and maintenance projects as part of a crew, including ditch digging, manhole and line cleaning, main and pipe repair.
- Performs custodial work as required and assigned, including: change light bulbs and fluorescent tubes; mop; dump garbage and rel ine cans with liners; clean and sanitize park restrooms and replenish supplies; sweep; clean spills; clean drinking fountains, mirrors, tables, walls, light fixtures; wash windows, walls, metal and woodwork; clean rain gutters.

Other Duties may be performed as assigned.
KNOWLEDGE SKILLS AND ABILITIES (Entry requirements)

KNOWLEDGE OF:

- Types of tools and equipment used in maintenance of parks and facilities
- Basic landscape maintenance, construction techniques
- Safe work techniques and practices per OSHA Standards

SKILLS AND ABILITY TO:

- Performing heavy manual tasks for extended periods of time
- Working safely
- Establishing and maintaining effective working relationships
- Understanding and carrying out written and oral instructions
- Operating common hand and power tools
- Communicating effectively orally and in writing as appropriate for the needs of the audience
- Effective time management

MINIMUM QUALIFICATIONS

A valid Washington State driver’s license

PHYSICAL DEMANDS AND WORKING CONDITIONS

While performing the duties of this job, the employee is continuously required to hear and frequently walk up to 1 hour – 5 hours per shift, bend, crouch, reach below and at the waist, reach above the shoulder, grasp, drive and talk. The employee is occasionally required to sit up to 3 hours – 6 hours per shift, stand up to 2 hours – 7 hours per shift, climb, balance, kneel, crawl, twist, have use of both hands and use foot controls with both feet.

The employee must frequently lift, carry or push/pull up to 25 pounds and occasionally lift, carry or push/pull 50 pounds. Vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee generally works in outside weather conditions and frequently inside. The employee is frequently exposed to atmospheric conditions, excessive noise, vibration and moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions, electric shock and toxic and caustic chemicals.

The overall noise level in the work environment is usually moderate.