

EFFECTIVE 04-16-19

**CITY OF SHAFER
JOB DESCRIPTION**

Position Title:

Part Time General Laborer

Reports To:

1. Public Works Director 2. Mayor 3. Assistant Mayor

Position Objectives

To provide safe, timely and efficient maintenance of City properties and equipment. Duties include, but are not limited to, vehicle and equipment maintenance, grounds care, street maintenance, building maintenance and wastewater/water operations.

Requirements

- Required- Valid Driver's License
- Minimum 18 years of age

Major Areas of Responsibility

A. Streets Division

Duties include, but are not limited to:

1. Snow plowing and sanding of streets
2. Street repair
3. Repairing and maintaining sidewalks
4. Maintain city signs and markings
5. Maintain street lights

B. Parks/Grounds Division

Duties include, but are not limited to:

1. Mowing and trimming of parks, well houses and other city properties
2. Inspection, maintenance and repair of city park equipment for safety
3. Plant and maintain landscaping and trees
4. Weed control on city properties

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C. City Buildings

Duties include, but are not limited to:

1. Provide for maintenance of city buildings
2. Perform cleaning of city buildings
3. Provide for maintenance and repair of building and contents
4. Perform moving of city buildings furniture and equipment

D. Equipment

Duties include, but are not limited to:

1. Perform various preventive and corrective maintenance services on city equipment and vehicles to insure safe and proper operation.

E. Water Division

Duties include, but are not limited to:

1. Operation and maintenance of well houses and pumps
2. Operation and maintenance of water tower and distribution system

F. Wastewater/Storm Water Division

Duties include, but not limited to:

1. Operation of collection systems and wastewater treatment facility
2. Lift station repair and maintenance

G. Special Projects and Duties

Duties include, but are not limited to:

1. Will be required to be on stand-by duty on certain occasions and will work flexible hours on occasion. Typical hours are between 7:00 am to 3:00 pm Monday through Friday (20-30 hours per week as needed), but are subject to change.

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H. Other Essential Functions and Capabilities

1. Walking, holding, pushing, pulling, bending, climbing
2. Lifting up to 75 pounds
3. Seeing, hearing, contact with loud noise
4. Ability to wear and use safety equipment
5. Ability to work at high elevations and/or extreme weather conditions
6. Ability communicate clearly and respectfully with City staff, elected officials, contracted personnel and the public
7. Responsible for reporting city ordinance violations
8. Ability to take directions and act accordingly
9. Ability to work alone responsibly
10. Ability to deal with public and public issues
11. Problem solving ability
12. Able to read, write and perform math
13. Ability to be on-call for emergencies including, but not limited to, snow removal, city emergencies and other situations in accordance with city policy and directives of Public Works Director or elected city officials
14. Ability to perform other jobs as assigned by Public Works Director

I. Examples of Performance Criteria are, but not limited to,

1. Holds a driver's license and other necessary licenses as required.
2. Follows safety procedures to avoid Property loss and Personal injury.
3. Ability to follow instructions.
4. Ability to communicate respectfully and effectively.
5. Adheres to Employee Handbook 105.06 Subd. 2 regarding unauthorized absences.

I have read this job description as provided to me and understand my responsibilities.

Name _____

Signature _____

Date _____