

# Summer Help

Position Title: Summer Public Works Crew Member (Seasonal)

Department: Public Works

Reports to: Public Works Foreman /  
Village Services Director

FLSA Status: NONEXEMPT

**Position Summary:** The Public Works Crew Member performs a variety of skilled maintenance and custodial tasks in keeping assigned Village parks, sports fields and grounds in orderly, clean, sanitary, and safe conditions. An ideal candidate must be able to perform tasks associated with demands, not only in parks but in all aspects of Public Works.

## Essential Duties/Responsibilities:

- Mowing of all parks, sports fields and Village property and grounds. Day to day work may include watering plants and vegetation, turf or landscape care, assisting with tree maintenance, litter and debris removal.
- Assists with repair of broken pavements, assisting with a variety of construction or repair related projects throughout the community, general painting, responding to work orders if assigned, cleaning up job sites when work is completed and maintaining tools and equipment.
- Performs routine janitorial work including care of floors, walls, windows, furniture, toilet room fixtures, and waste disposal.
- Performs carpentry work utilizing hand and power tools correctly and safely
- Performs related duties and responsibilities as required

## Position Qualifications

- Must be a minimum of 16 years of age at the time of hire
- Must have and maintain a valid driver's license
- This position requires physical strength and agility sufficient to perform strenuous manual labor tasks. The employee must be able to independently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 75 pounds with assistance
- Must be able to work from 8:00 a.m. to 4:00 p.m. five days per week with one weekend day may be required occasionally

## Education/Experience/Training

**Experience:** Minimum one (1) year of previous Professional work experience or related specialized training. Previous work experience in public safety/law enforcement or related local government setting is preferred, but not required.

*The above is intended to describe the general content of and requirements for the performance of this job. It is not intended to be an exhaustive statement of duties, responsibilities or requirements. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.*

## Skills/Abilities

- Knowledge of carpentry, plumbing, mechanical, electrical wiring, painting, carpet and linoleum laying and repair, irrigation sprinkler systems, and related tools and equipment will be helpful.
- Ability to perform heavy manual labor
- Ability to ensure adherence to safe work practices and procedures
- Ability to understand and follow oral and written instructions
- Ability to communicate clearly and concisely, both orally and in writing
- Knowledge of safe working procedures
- Ability to establish and maintain effective working relationships
- Ability to physically perform assigned duties
- Ability to prioritize and organize work assignments and carry out work independently

## Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 frequently required to sit, talk or hear, stand, walk, use hands to finger, handle or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl and taste or smell.

## Work Environment

**Environment:** Field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases, inclement weather conditions, potentially hazardous chemicals

**Mobility:** Heavy, moderate or light lifting; walking, standing, climbing, or sitting for prolonged periods of time; operating motorized equipment and vehicles; performing heavy manual labor

*The above is intended to describe the general content of and requirements for the performance of this job. It is not intended to be an exhaustive statement of duties, responsibilities or requirements. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.*