

Job Description - Seasonal Public Works Laborer

- Posting Period: April 5, 2021 – Until Positions are Filled
- Position Schedule: May 1 - August 31, 2021 Temporary employment, seasonal, schedule varies
- Salary: \$15 /hour
- How to apply: Submit City of Winooski Application to Human Resources

Purpose

The Seasonal Public Works Laborer shall be responsible for a wide range of duties related to the general maintenance of the City's water, wastewater, storm water, streets, parks, buildings and grounds, downtown and parking garage infrastructure. Winooski is a team-oriented atmosphere and the position requires a close working relationship with all Public Works Employees.

Major Responsibilities¹

- Perform traffic control and flagging as needed, after training is completed.
 - Mowing trimming and brush cutting.
 - Watering, weeding, planting, mulching and plant maintenance.
 - Assist with road painting and striping as assigned.
 - Assist with concrete repair.
 - Assist with building and facility maintenance as assigned.
 - Sign repair and replacement.
 - Parking garage cleaning and maintenance.
 - Other duties as assigned.
- Daily duties are dependent on a number of factors including need, weather, emergencies, or other factors. Day to day tasks will be assigned by the manager.

Minor Responsibilities

- Minor Administrative tasks such as time sheets are completed in a timely and accurate manner.
- Participate in the continuous improvement of the City of Winooski by identifying concerns, and offering solutions.
- Provide a high level of customer service to both internal and external customers.
- Support the City's commitment to equity and cultural competency.
- Encourage and participate in professional development and training activities.
- Demonstrate commitment to the City Team by learning about other departments and working collaboratively in cross functional areas.
- Work in alignment with the City's Strategic Vision Plan, and maintain an active role in the team effort required to achieve those goals.

¹ Major Responsibilities are the essential functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.



Position Type, Compensation, and Schedule

- Non-Classified, seasonal from May 1 to August 31
- \$15.00 per hour
- Temporary employment, seasonal, schedule varies

Emergency Response and On-call Requirements

None

Physical and Mental Requirements

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the City may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

- Seeing
- Lifting (up to 80 pounds)
- Outside – Frequently
- Carrying (up to 80 pounds)
- Hearing/listening
- Pushing/pulling (up to 80 pounds)
- Clear speech
- Moving objects
- Touching
- Noise, moderate to loud
- Dexterity with hand and finger
- Bending, kneeling, squatting
- Reading
- Sitting
- Math skills – basic
- Dirt/dust
- Writing – basic
- Use of basic office equipment
- Analysis/comprehension – moderate
- Face-to-face contact
- Judgment/decision making
- Verbal contact w/others
- Clerical – minor
- Standing
- Inside – occasionally
- Use of power equipment such as mower, weed trimmer and other landscaping equipment.
- Works with others
- Ability to move distances within or between locations
- Exposure to heat and cold typical of work outdoors
- Ability to mount and dismount equipment
- Driving (local)
- Driving vehicle that is towing or carrying equipment or objects
- Use of hoses and other watering equipment
- Electrical equipment
- Use of mechanical equipment



Reporting Structure

Reports to: Deputy Public Works Director (or their designee)

Direct Reports: None

Minimum Job Skills, Knowledge, Skills, and Aptitudes, and Qualifications

- Must be at least 18 years of age with a valid driver's license.
- Ability to work 40 hours a week during the season, ability to work some overtime as needed.
- Ability to perform frequent moderate to intense physical labor and exposure to hazards typically associated with construction, chemicals and inclement weather.
- Must be comfortable working around heavy equipment, hand power tools, and traffic within the City limits.
- Ability to get take direction from managers and peers and work collaboratively.
- Must be self-motivated and have the ability to accomplish goals and work individually or in a team environment.
- Ability to drive distances between locations with a City vehicle.

Post offer Pre-Employment Screening

Motor vehicle background check and reference check.

