

**City of Algonac
Department of Public Works Seasonal Worker
Summer 2018**

General Statement of Duties

This is a part-time seasonal position working in the City's Department of Public Works under the direction of the DPW Foreman. Applicants must be at least 18 years old with a valid, non-restricted driver's license.

- Hours are generally 6 a.m. until 2:30 p.m. but may vary according to city events
- Half hour unpaid lunch
- Monday – Friday
- Report to the DPW Building at 453 State Street
- Requires specific dress code including safety boots

Typical Job Functions

An employee in this position may be called upon to do any or all of the following functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each typical function satisfactorily.

- Empty city trash cans weekly
- Maintain park grounds in all city parks
- Maintenance and preparation work at the City swimming pool prior to its opening for the season
- General landscaping duties to include some grass cutting, weed whipping, mulching, weeding flower beds and weed spraying
- Odds and ends jobs as they come up
- Painting
- Assisting the DPW in their daily activities

Required Knowledge, Skills, Abilities and Minimum Qualifications

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Ability to establish and maintain good working relationships with the public, vendors and other employees.
- Must have ability to learn department specific software.
- Ability to participate in discussion and give instructions that can be understood by those listening.
- Minimum listening ability. Ability to hear customers, staff and others so that you can respond to their questions or instructions.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 regularly required to talk and hear. The employee is frequently required to walk, sit, use hands to finger, handle, or feel and reach with hands and arms. The employee must frequently lift and/or move lightweight items. Ability to move freely about the work environment is required. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

The City of Algonac does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provisions of service.

This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.