

City of Hazen
Seasonal
Public Works/Sanitation/Labor

POSITION SUMMARY: Seasonal Help - Temporary - Part-Time Position

Incumbent will work five days a week, eight (8) hour work days, or addition days/hours if approved by Department Supervisor.

Incumbents are responsible for inspecting and performing semi-skilled and skilled operations, maintenance, and repair activities in and on public works facilities and equipment in the area of assignment.

Incumbents in this class may perform all of the responsibilities and duties or some of the responsibilities and duties and may be assigned to a specific area or multiple areas of responsibility.

AREAS OF ASSIGNMENT:

Solid Waste, Laborer, Snow Removal Operator

WORKING RELATIONSHIPS: Relationships with coworkers shall be guided by the following: The incumbent is cooperative and, when appropriate, assists other personal. Works to promote teamwork within the City operation and throughout the City in general. Shares information with peers. Resolves conflict through the use of tact and diplomacy. Accepts responsibility and works well when given responsibility. Accepts and is eager to learn new duties. Offers suggestions to improve the activities of the Public Works operation and the operation of the City in general. Continually strives to improve the proficiency of their job performance and provide a safe work environment. Is a self-starter. Exhibits a positive image and outlook when interacting with coworkers and/or the public. Serves as a positive role model for others.

ESSENTIAL DUTIES:

SOLID WASTE AREA OF ASSIGNMENT

1. Perform collection and disposal of solid waste, monitoring of materials coming into the solid waste trucks and facilities, lifting of solid waste containers. Lift up to 50 pounds and assisting with the operation of the sanitation collection.
2. Perform general maintenance and upkeep of the solid waste facilities and equipment.
3. Operate the hydraulics for the compactor on garbage truck.
4. Perform maintenance and delivery of solid waste containers.
5. Perform grounds keeping of City properties as assigned.

LABOR ASSIGNMENT

1. Clean up mowing obstacles
2. Mow & trim City properties, including ditches
3. Service Mowers, trimmers
4. Snow Removal Operator

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Other Possible Jobs:

1. Cleaning gutters
2. Fill in curb sides
3. Tree trimming
4. Painting
5. Assist with cleaning shop
6. Any other assigned duties

KNOWLEDGE, SKILLS, AND ABILITIES: (may vary according to area of assignment)

- General mechanical and diagnosis;
- Interpreting Work Specifications;
- Reading and comprehending maps, diagrams, and regulations;
- Maintaining files and records;
- To learn City geography and street locations;
- Using hand and power tools;
- Basic Computer Operation;
- Operation and maintenance of equipment, tools, machinery, and systems relating to the area of assignment;
- To work in varying weather conditions
- Basic mathematical calculations

TRAINING AND EXPERIENCE (position requirements at entry and may vary):

High School Diploma or General Equivalency Degree (G.E.D.) and experience sufficient to successfully perform the essential duties of the job.

LICENSING REQUIREMENTS:

All licensing and certification must be maintained upon hire.

ALL AREAS OF ASSIGNMENT

- Valid Driver's License;
- North Dakota Class B Commercial Driver's License or a North Dakota Class A Commercial Driver's License is not required for duties if they do not involve operating heavy equipment or machinery. (Example: Loaders, Sweeper, Trucks, Bobcat, Blade, Garbage Truck);
- However, a Class B Commercial Drivers License is required for temporary Snow Removal Operator or Operators of any heavy equipment or machinery. Including but not limited to: Loaders, Sweeper, Trucks, Bobcat, Blade, Garbage Truck or any other heavy equipment.

PHYSICAL REQUIREMENTS:

An incumbent must pass a medical exam before hire. The City pays for the medical exam.

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, driving, pushing, pulling, lifting, grasping, talking, hearing, seeing, and repetitive motions.

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Incumbents may be required to work overtime, weekends and holidays; in all weather conditions; under hazardous conditions; on congested roadways, obstructed roads, around operating equipment; in a noisy environment; and with the physical ability and stamina to perform strenuous physical work associated sanitation operation. Work will be performed outdoors.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

May 18, 2007

Revised December 6, 2010