

# **Town of Grand Chute**

## **Classification Specifications**

Title:	Summer Seasonal	Department:	Public Works Department
Pay Grade	Seasonal	FLSA:	N
Date:	January 2019	Reports to:	Public Works Superintendent/Park Foreman

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### **Purpose of Classification**

The purpose of this position is to perform general labor tasks in the maintenance of the streets, grounds, parks and athletic fields, under the supervision of the Public Works Superintendent or Parks Foreman

### **Essential Duties and Responsibilities**

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Must maintain a valid driver's license and be able to drive a vehicle
- Be available to work Saturdays and Sundays cleaning parks or for special events
- Operates a variety of equipment, machines and tools in the repair and maintenance of streets, such as trucks, pumps, generators, and hand tools
- Clean sewer mains
- Apply non-regulated herbicides and fertilizers
- Lawn mowing and landscape maintenance
- Town Hall maintenance and minor repairs
- Brush chipping and street sweeping
- Trash pickup and removal
- Open and clean parks
- Prepare baseball diamonds
- Painting and staining
- Maintain flower beds and pocket parks
- Perform trail maintenance
- Employee must be physically present to perform the duties
- Ability to work under moderately hazardous and uncomfortable conditions where exposure to environmental factors such as extreme hot or cold, odors, toxic agents, violence, noise, vibrations, wetness, machinery, electrical currents, traffic hazards, disease and/or dust may cause or causing discomfort and where there is a risk of injury.

## **Additional Tasks and Responsibilities**

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this classification and may also be performed by other unit members.

- Performs equipment maintenance
- Cleans equipment and buildings
- Street sign and marking maintenance

## **Minimum Training and Experience Required to Perform Essential Job Functions**

Must have a high school diploma or equivalent, prior responsible work experience in the area of street and utility maintenance and/or construction, facilities and grounds maintenance, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. A valid Wisconsin driver's license is required.

## **Physical and Mental Abilities Required to Perform Essential Job Functions**

### **Language Ability and Interpersonal Communication**

- Ability to classify, compute and tabulate data and information, following prescribed plan requiring the exercise of some judgment.
- Ability to compare, count differentiate, measure and sort information.
- Ability to assemble, copy, record and transcribe data information.
- Ability to explain, demonstrate and clarify to others within well established policies, procedures and standards.
- Ability to follow specific instructions and respond to simple requests from others.
- Ability to utilize a wide variety of descriptive data and information, such as blueprints, work orders, location tickets, vehicle maintenance records, policy manuals, maps, diagrams and general operating manuals.
- Literacy in English with the ability to understand and carry out oral and written instructions and posted schedules.
- Ability to establish and maintain effective, harmonious, cooperative and productive working relationships with other employees and to effectively communicate with the public, contractors and customers.

### **Mathematical Ability**

- Ability to add, subtract, multiply and divide.

### **Judgment and Situational Reasoning Ability**

- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.

**Physical Requirements**

- Ability to operate equipment and machinery requiring monitoring multiple conditions and making multiple, complex and rapid adjustments, such as tractors, mechanic’s hand tools, hand excavation tools and carpenter’s tools.
- Ability to coordinate eyes, hands, feet and limbs in performing highly skilled movements such as power equipment use.
- Ability to exert moderately heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling.
- Ability to lift objects weighing up to fifty (50) pounds and to repeatedly lift, move and carry objects weighing more than 50 pounds with assistance.
- Ability to recognize and identify similarities of differences between characteristics of colors, forms, sounds, tastes odors and textures associated with job-related objects, materials and tasks.

The Town of Grand Chute is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee’s Signature

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Supervisor’s Signature

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Date

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Date