

POSITION: PUBLIC WORKS SEASONAL MAINTENANCE (General Labor)
Reports to: Public Works Superintendent
FLSA Status: Full-time, Non-exempt
Pay Grade: 2

SUMMARY: The **Seasonal Maintenance** position performs a variety of unskilled and semi-skilled duties, including manual duties and equipment operations to assist with maintenance of streets, parks, water, wastewater, traffic safety signals, building maintenance and grounds-keeping work.

ESSENTIAL FUNCTIONS:

1. General Maintenance

- Perform various duties assisting with maintenance and repair of City streets, parks, water and wastewater systems, traffic lights and signals, and buildings and grounds
- Clean debris and weeds from street right-of-way and storm drainage facilities
- Paint, apply and/or remove traffic safety street markings and reflectors; install, relocate or remove traffic regulatory signs, barricades and guardrails
- Perform grounds maintenance, including mowing, edging, weeding, and maintaining plants, shrubs, trees
- Perform cleaning of park facilities and bathrooms; empty garbage
- Assist with preventative maintenance, general cleaning and painting; and minor repair work
- Assist with maintenance, cleaning and repair of City vehicles and equipment
- Ensure tools and equipment are used safely; personal protective equipment is used properly; initiate requests for repair or replacement of tools and equipment when necessary

2. Other

- Operate equipment and tools as allowed by FLSA regulations

OTHER FUNCTIONS:

- Perform other duties, projects and tasks as may be required by the Water/Wastewater Superintendent and/or to assure the success of department operations and services

QUALIFICATIONS AND REQUIREMENTS:

1. Education and Work Experience

- High School Diploma preferred
- If under 18 years of age, must meet FLSA Youth Employment Provisions for motor vehicle operation

2. Skills, Knowledge and Abilities

- Must be able to follow standard operating guidelines and use personal protective equipment
- Must be able to use hand tools: shovels, rakes, hoes, clippers and trowels
- Must be able to operate riding lawn mowers, power hand mowers, weed cutters and trimmers
- Must have good interpersonal skills, with the ability to adapt to various situations and people
- Must be able to read directions and plans; follow verbal and written instructions
- Must be able to work independently, as well as in a team environment

3. Physical Capabilities

- Wide variety of physical activity required: may include extended periods of strenuous activity, including heavy manual labor, lifting up to 75 pounds, digging, carrying, climbing, stooping, reaching, pulling, crawling through narrow accesses, and withstanding exposure to variable weather conditions
- Must have the ability to operate a variety of tools and equipment, including mowers, weed eaters, trimmers
- Must have the ability to work inside and outside activities in all types of weather

4. Additional Requirements

- Must have a valid South Dakota Driver's License

NOTE:

- The City of Canton is an Equal Opportunity Employer, and will consider applicants for all positions without regard to race, religion, creed, color, national origin, genetic information, sex, age, disability, political affiliation, marital or veteran status, or any other basis prohibited by South Dakota or federal law.
- In accordance with the American’s with Disabilities Act, the City of Canton will consider reasonable accommodations for qualified individuals with disabilities.
- This position description is intended to provide a fairly comprehensive and accurate description of the position, but it will not cover all aspects, details or tasks required. Other functions, responsibilities and requirements may be assigned, and this position description may be changed at the direction of the City Commission at any time.

ACKNOWLEDGEMENT:

I have read this position description and will do my best to effectively perform the functions and responsibilities required.

Employee

Date

I have reviewed this position description with the individual identified above, and will do my best to provide effective direction and support so this employee can be successful in his/her performance.

Supervisor

Date