



# SEASONAL DPW LABORER JOB DESCRIPTION

Supervised by: Department of Public Works Supervisor

## General Summary

Under the direct supervision of the Supervisor of Public Works, performs general labor in support of a wide range of public works projects to maintain and upgrade the Villages infrastructure. Activities range from roadwork, grounds keeping, facilities maintenance, and other related work.

## Essential Job Functions

An employee in this position is required to perform the following essential functions with or without reasonable accommodation. These examples are not intended to be an exhaustive list of the duties which the employee may be expected to perform. Other duties may be assigned by the DPW Supervisor as needed.

1. Adheres to all applicable safety procedures while operating equipment and tools, working with chemicals or electrical sources, accessing confined spaces, and while working in other dangerous situations.
2. Maintains daily logs of projects and the equipment, vehicles, and materials used.
3. Participates in the routine maintenance and basic repair of Village equipment and vehicles. Records preventive maintenance activities according to established procedures.
4. Assists in maintaining a clean and organized DPW building.
5. Provides manual labor in support of general grounds keeping and special landscaping projects including mowing, trimming, planting, tree trimming and removal, chipping, leaf pick-up, brush pickup, storm clean-up, and other activities as required.
6. Operate municipal vehicles limited to pick-up trucks, mowers, and similar equipment as directed.
7. Represents the Public Works Department by establishing and maintaining effective relationships with the public and other employees. Responds to public inquiries and refers complaints or complex issues to the Supervisor.
8. Participates in garbage collection every week, and checks dog sanitation stations around the Village limits.
9. Performs related work as required.

## Education and Experience

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.

1. Educational requirements include high school diploma or the equivalent. Applicant may still be in school.
2. A valid State of Michigan Driver's License.
3. Knowledge of the tools, materials, and equipment used in the repair and maintenance of infrastructure systems.
4. Ability to effectively communicate, understand instructions, and follow directions.
5. Ability to establish effective working relationships and use good judgement, initiative, and resourcefulness when dealing with other employees and the public.
6. Ability to work effectively under stress, with changes in work priorities, and in emergency situations.



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## Other Requirements

- Will be required to complete drug and alcohol testing when applicable.
- Applicant must be a minimum of 16 years of age.
- Valid driver's license.

## 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.

- Must be able to sit, stand, climb, balance, stoop, kneel, crouch, crawl, talk, and hear to perform most job duties.
- Climbing steps and pulling full weight up with arms are essential functions of this job.
- Must be able to lift a minimum of 50 pounds.
- Must be able to work in all types of weather conditions and temperatures.
- While performing this job, the employee will be exposed to outside weather conditions, high humidity, heat, cold, and will be exposed to mechanical devices.
- Will be exposed to chemicals, cleaners, and toxins while performing job tasks.

## Hours and Compensation

Starting wage: TBD

Up to 35 hours per week (Approx. May through September)

This position does not qualify for any paid benefits.

This job description should NOT be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this job description. This position is at will with a 90- day probation period.

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Employee Signature

\_\_\_\_\_  
Date