



**City of Park Falls
Position Description for**

PUBLIC WORKS SEASONAL LABORER (Revised 022025)

GENERAL NATURE OF POSITION

Under the direction of the Public Works Director, responsible for general labor in maintaining streets, parks, drainage systems, public buildings, and cemetery. Assignments may include janitorial tasks, lawn care and basic care of yard and mowing equipment. Other manual labor may be assigned as required by the needs of the department and requirements of the City.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Daily tasks will be as assigned by the position's supervisor and may include, but are not limited to, day-to-day operation and maintenance of parks, playgrounds, buildings, grounds, sports fields, cemetery and streets. Additional duties may include painting, lawn care, tree trimming, brush clearing, litter control, garbage collection, custodial duties, and excavations, driving non-CDL vehicles, and other general labor tasks as assigned.

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- Responsible for protection of municipal property and equipment. Must operate all equipment and machinery with care to ensure the preservation of equipment and prevent injury and property damage.
- Provide a high level of customer service at all times. Project and maintain a positive image on behalf of the City of Park Falls during the performance of duties.
- Maintain compliance with City work rules and those of state and federal agencies
- Ability to:
 - Communicate effectively with customers, the public, co-workers, and superiors
 - Work independently and effectively while carrying out assigned duties
 - Work courteously and cooperatively with other employees, departments, and other units of government
 - Carry out written and verbal orders efficiently and completely with minimal supervision
 - Use and care for a variety of equipment and hand tools in the performance of duties
- Report all dangerous, unlawful, mischievous, and/or malicious activities to immediate supervisor for further investigation
- Perform other related duties as assigned

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Possession of a valid drivers license, and maintain a safe driving record.
- High School Diploma, GED, or equivalent required.
- Must pass a criminal records check.

ESSENTIAL KNOWLEDGE AND PERFORMANCE ABILITIES

- Ability to read, understand and interpret documents such as construction plans, safety rules, operating and maintenance instructions and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.
- Ability to work with networked personal computer equipment to process, retrieve, access, or input information using Windows, word processing and spreadsheet software or other standardized software

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PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL DEMANDS: The Physical Demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 stand and walk. The employee frequently is required to use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms, climb or balance, stoop, kneel crouch or crawl; and talk or hear. The employee is occasionally required to sit.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this 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 regularly works near moving mechanical parts and in outside weather conditions. The employee is frequently exposed to wet and/or humid, cold and freezing conditions, including conditions of rain and snow. The employee is occasionally exposed to fumes or airborne particles and vibration and the noise level in the work environment is often loud.

WORK SCHEDULE

Monday through Thursday 6:00 a.m. to 3:00 p.m.

Friday 6:00 a.m. to 10:00 a.m

The City of Park Falls is an Equal Opportunity Employer

I have read and acknowledge receipt of the above job description:

Name _____ Title _____

Date _____