



CITY OF PINE CITY JOB DESCRIPTION

Position Title: General Maintenance Worker (Seasonal)

Department: Public Works

FLSA Status: Non-exempt

Reports to: Public Works Supervisor

Union Status: Non-Union

Work Days: Sunday through Saturday; as needed

Date: March 1, 2017

Objective of Position: This position provides the lawn care and maintenance of the city parks and cemetery. Pine City strives to provide clean, well-kept parks, green space and cemeteries. This position is directly accountable to the Public Works Supervisor but may receive direction from the Parks and Rec Supervisor and City Administrator on occasion.

Hours:

Various hours, including Sunday through Saturday shifts based on the season and needs of the parks and cemeteries.

Clerical Duties

- N/A

Procedures

- Follows safety recommendations of equipment manufacturers while operation equipment.
- Assures all playground equipment and structures are in working order.
- Maintains the lawn and green spaces owned by the city.
- Perform spring duties such as settling winter gravesites and preparing them for grass.
- Adjust grave stones as needed.
- Remove adornments to follow the Cemetery Ordinance.
- Assist in staking the cemetery for the winter.

Responsibility for Relationships

Internal

- Daily interaction with Department Supervisor.
- Occasional interaction with other City Park and Rec and Public Works staff
- Occasional contact with Parks and Rec Supervisor and City Administrator.

External

- Occasional contact with the general public.
- Occasional contact with Funeral Home Personnel.
- Occasional contact with other cemetery related business personnel.

Supervisory Authority

None.

Supervision Provided

Direct line of authority is provided through the Public Works Supervisor. Employees in this position work primarily on their honor in the field

Required Job Knowledge, Skill and Abilities

- Ability to effectively communicate both orally and in writing.
- Ability to handle confrontational situations with tact (general public and employees.)
- Ability to positively respond to complaints and resolve problems with tact.
- Ability to operate power tools such as drills, and tampers, etc.
- Ability to operate equipment such as lawn mower and trimmer.
- Is flexible with scheduling to ensure city needs will be met.
- Ability to work with others and act in a courteous manor.

Minimum Qualifications

- High School diploma or equivalent.
- Ability to stand, bend, crouch, and stoop repetitively for long periods of time.

- Ability to lift, carry and handle equipment weighing up to 50 lbs. on a repetitive basis and up to 80 pounds occasionally.
- Ability to see, hear and speak English.
- Ability to read and follow written and verbal instructions.

OTHER

- Any and all other directions given by the Public Works Supervisor relating to the needs of the City Parks and Cemeteries.

In accordance with Federal Law and USDA Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex, familial status, sexual orientation, and reprisal.

General Maintenance Worker

Date

Public Works Supervisor

Date