

**CITY OF DIXON  
POSITION DESCRIPTION**

<b>POSITION/TITLE:</b>	Seasonal Employee	<b>DEPARTMENT:</b>	Public Works
<b>UNION:</b>	N/A	<b>DIVISION:</b>	
<b>FLSA CLASS:</b>	Non-Exempt	<b>REVISED DATE:</b>	March 2018

**JOB SUMMARY:**

Under direct supervision, is responsible for day-to-day maintenance and improvement of grounds, facilities, and other tasks.

**SUPERVISION:**

This position has no supervisory responsibilities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Maintains the following facilities: cemetery, waste water, water sites, airport, city garage.

Collects and disposes of litter and refuse, mows and trims grass, rakes and remove leaves and brush, general landscape maintenance and horticultural work.

Assist painting traffic delineation lines, stop bars, and parking stalls.

Lift and carry barricades to direct flow of traffic.

Paint facilities, hydrants, pipes and other items as needed.

Cleans buildings, equipment, shelters, restrooms, and picnic areas.

Performs daily equipment inspections.

Operates powered mowers, trimmers, trucks, gator, small tractors and hand power tools.

Performs other related grounds maintenance tasks and functions, and support services for recreational programs, as required and assigned.

Uses and maintains vehicles and equipment in a safe, appropriate fashion; promptly reports defects or damage.

Waters petunia baskets throughout the downtown district.

Assist with basic construction tasks

Other duties as may be assigned.

**MINIMUM QUALIFICATIONS:**

Must be 16 years of age and have a valid IL Driver's License.

**REQUIRED KNOWLEDGE AND SKILLS:**

Ability to perform ground maintenance operations and tasks.

Ability to drive a truck and other vehicular equipment along with hooking up and pulling a trailer.

Ability to operate powered mowers, trimmers, small tractors, and similar grounds maintenance equipment.

Ability to utilize common hand tools used in grounds and park maintenance activities.

Knowledge of elementary accident precaution applicable to park and grounds maintenance operations and ability to demonstrate safe working procedures.

Ability to keep simple records and reports, and to work from oral and written directions.

Ability to maintain effective relationships with other employees and the public, and to interact with other employees and the public in a respectful, courteous, and tactful manner.

Ability to perform manual labor and withstand a variety of temperatures, weather and working conditions.

Ability to present a positive image of the department and the City.

Ability to self-motivate and work independently.

Knowledge of the water distribution system

Knowledge of construction techniques

Knowledge of snow removal techniques

Ability to understand and follow oral and written instructions.

Ability to convey concise and accurate explanations of policies, procedures, and requirements.

**PHYSICAL DEMANDS:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job during a full duty day or shift. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee is required to sit, talk, and hear. Employee is required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

Employee is required to use cognitive ability to reason, analyze, and verbalize thoughts and ideas.

Employee must occasionally lift and/or move up to 50 pounds, climb ladders and work in confined spaces. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Employee must be available and present for work as scheduled.

Employee must perform all functions of the job safely and efficiently at all times in compliance with all safety regulations and policies for the safety and welfare of the employee, co-workers, and the public.

**WORK ENVIRONMENT:**

The work environment characteristics described herein 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.

Regular work hours could include hours outside of first shift (7:00 AM to 3:00 PM) including nights and weekends. It is expected that after hour work will be required including: nights, weekends, and holidays on an occasional basis.

This position starts around May 1st and goes until December depending on work and availability. The position during this time period is up to 40 hours a week, Monday - Sunday. Employees are required to work on weekends and holidays.

Seasonal employees will not exceed more than 900 hours of work.

90% of the work environment includes field work in all weather and conditions.

10% of the work environment is a typical office environment that requires ability to use and operate a personal computer and peripherals, telephone, photocopy machine, and calculator.

There is possible exposure to blood borne pathogens.

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