
TITLE:	Seasonal Laborer	FLSA:	Non-Exempt
DEPARTMENT:	Public Works	REPORTS TO:	PW Supervisor
PREPARED:	October 1998	UPDATED:	May 2021

Position Summary

This position is responsible for a variety of manual labor in for the Public Works Department on a seasonal basis. This position will be expected to perform work in many areas as needed.

Essential Functions

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may be required and assigned.

- Performs general road maintenance and related activities including flagging traffic, mowing, temporary and permanent asphalt surface repairs, patching holes, sawing pavement, concrete repair and pouring, sewer/water system maintenance, structure cleaning and debris removal, sign repair and installation, clearing brush, vegetation control, sweeping, routing and sealing road cracks, and removing dead animals and trash.
- Maintains grounds by mowing & trimming grass, raking leaves, picking up debris, etc.
- Picks up garbage and recyclables as well as litter on the grounds as needed.
- Landscapes areas, repairs damaged grounds, replaces bushes, hedges, shrubs, and trees as assigned.
- Paints hydrants and building areas as assigned.
- Operates lawn equipment including mowers, weed trimmers, snow blowers, hand tools, and power tools for assigned areas.
- Cleans, lubricates, and performs preventive maintenance or repair on equipment.
- Transports various materials to and from job sites; assists with cleaning up job sites upon completion of work.
- Reports to work for on-call after hours needs, as assigned.
- All other duties as assigned.

Required Education, Experience, Licensing, and Certifications

- High school diploma/equivalent.
- Valid State of Illinois Driver’s License.

Physical and Work Environment

The physical and work environment characteristics described in this description 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 or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee’s supervisor.

- This is considered a heavy duty position which requires the occasional exertion of up to 50 pounds of force, strenuous manual labor including, but not limited to digging, shoveling, sweeping, raking, hauling, crawling, bending, lifting, pushing, pulling, twisting, and climbing;
- Duties are performed daily both in and outdoors under all weather conditions and include exposure to inclement weather, noise, traffic conditions, and exhaust fumes.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.