

CITY OF HAVRE

SUMMER LABORER

DEPARTMENT: Public Works

ACCOUNTABLE TO: Public Works Director/Street Supervisor

SUMMARY OF WORK: General maintenance helper for the Public Works Street Department.

JOB CHARACTERISTICS:

Nature of Work: This position performs physical labor and technical work outdoors. Position may work in extreme temperatures and adverse weather. Safety procedures must be followed in dealing with machinery, tools and chemicals.

Personal Contacts: Limited contact with the public; daily contact with supervisor and fellow employees to schedule and perform duties.

Supervision Received: Daily assignment of duties at morning meetings and by radio or telephone. Will work without direct supervision.

Essential Functions: Position requires ability to operate all equipment including hand and power tools, lift heavy objects (50 lbs.); walk on uneven ground; dig with shovels; visually inspect areas; hear spoken works, drive a pick-up.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

- Operates all equipment used in the maintenance and construction work of parks and boulevards. Operates power lawn mowers, riding mowers, trimmers, and blower.
- Assists in the construction, installation, maintenance and repair of street crew projects. Drives truck to transport crew, equipment and materials to worksite.
- Participates in repair work, painting, some concrete work.
- Performs other related duties as require

Must be 17 years of age or older

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Must be 17 years of age or older.
- Performs assigned duties.
- Capably operates trucks and equipment.
- Is able to work in heat, cold, and other adverse weather.
- Is alert to minimize and/or eliminate hazards.
- Follow safety procedures with equipment and chemicals.
- Deals tactfully and courteously with the public.
- Observes work hours
- Demonstrates punctuality.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.

Employee Signature

Department Head Signature