

TOWN OF BAINVILLE
POSITION DESCRIPTION

Applications are due May 9, 2016 at 11:00 AM

POSITION: Seasonal Mower/Maintenance Worker

DEPARTMENT: Parks, Streets and Cemetery

ACCOUNTABLE TO: Town Clerk

SUMMARY OF WORK: Performs a variety of unskilled and semi-skilled tasks in the maintenance duties within the City Park, Cemetery and Street departments.

JOB CHARACTERISTICS:

Nature of Work: This position performs technical and labor duties. Position works outdoors in the sun and heat. Position deals with moving parts of machinery requiring adherence to safety procedures. Performs routine maintenance on lawn and power equipment.

Personal Contacts: Daily contact with public.

Supervision received: Daily supervision from the Town Clerk.

Essential Functions: Position requires ability to visually inspect park area; hear distress calls; perform park maintenance, operate and maintain lawn maintenance equipment.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

Performs general maintenance of the city parks including watering, mowing, weed eating and general cleanup.

Performs general maintenance to city boulevards including mowing, weed eating and general cleanup.

Performs other related duties in other departments as needed and assigned by Town Clerk. Assists in setting up and taking down equipment for various park functions.

JOB REQUIREMENTS:

Knowledge: This position requires a basic knowledge of general maintenance and related mowing equipment.

Skills: This position requires skills in general maintenance.

Abilities: This position requires the ability to: work outdoors in heat and sun; follow safety procedures; communicate effectively orally and in writing; follow oral and written instructions; establish effective working relationships with fellow employees, supervisors, and the public.

TERM OF EMPLOYMENT:

This is a Seasonal Worker position is a part time position. A Seasonal Worker is not eligible for Vacation Leave, Sick Leave.

EDUCATION AND EXPERIENCE:

- Must be at least 16 years of age.
- Must possess a valid Montana driver's license.

-- Any combination of education and experience which demonstrates the knowledge and experience to perform the work.

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:

- Performs assigned duties.
- Effectively maintains the city parks.
- 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.
- Effectively, responsibly, and punctually performs all additional duties assigned in other departments or areas.
- Ability to work independently and to complete daily activities according to work schedule; ability to lift heavy objects, walk and stand for long periods of time, and to perform strenuous physical labor under adverse conditions; ability to communicate orally and in writing; ability to use equipment and tools properly and safely; ability to understand, follow, and transmit written and oral instructions; ability to establish effective working relationships with employees, supervisors, and the public.

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 reach with hands and arms. The employee frequently is required to stand; walk; and use hands to handle or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.