

CITY OF HARRAH

OCCUPATIONAL TITLE: Seasonal Maintenance **OCCUPATIONAL CODE:** 3110

DEPARTMENT/DIVISION: Public Works

SAFETY SENSITIVE: YES

GENERAL DEFINITION:

The incumbent performs a variety of unskilled maintenance work and operates a variety of equipment in maintaining city property. The work also includes operation of various types of equipment, including mowers, weed eaters, tree trimming saws. Employees in this class are expected to participate in all phases of unskilled manual labor. This work may involve safety hazards and strenuous physical activity. The work also requires considerable attention to safety procedures to prevent accidents. The work is performed under supervision of the Public Works Director and is reviewed through inspection of work in progress and upon completion for results obtained.

ESSENTIAL FUNCTIONS AND DUTIES:

(The items listed below are not intended to be a complete listing of all essential functions and duties of this position.)

- Help perform litter and trash pick up;
- Clear tree limbs and other debris from streets, alleys and parks;
- Operate mowing equipment including mowers, weed eaters, saws etc;
- Helps maintain parks and other public buildings and property;
- Maintain an awareness of proper safety procedures and guidelines and apply these in performing daily activities and tasks;
- Do any and all other functions that may be required by the Public Works Director or other appropriate supervisors.

MINIMUM QUALIFICATIONS:

- One year of experience performing laboring work;
- Knowledge of tools, equipment, methods, and materials used in a variety of public works maintenance and repair activities;
- Knowledge of traffic regulations and the practices followed in the care and safe operation of light to medium equipment;
- Knowledge of the precautions necessary to work safely with and around mechanized equipment;
- Knowledge of the principles of the operation of motorized equipment sufficient to detect defective operation;
- Skill in the operation of light public works and utilities equipment under all types of weather conditions;
- Ability to perform manual labor for extended time periods;

- Ability to understand and carry out oral instructions;
- Ability to lay out physical work and to follow through with assigned tasks, often under adverse weather conditions;
- Ability to establish and maintain good working relationship with employees and public;
- Ability to learn more complex laboring or trades work;
- Must possess a valid Oklahoma Drivers license, be insurable;

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

- Most of the work is performed outdoors, during all seasons, and in inclement weather;
- Some work is performed in confined areas, on slick and wet surfaces;
- Exposed to vibrations, loud continuous noise, offensive smells, dust, dirt, and water;
- Exposed to injury from moving equipment, insect bites, poisonous plants, flying objects, slippery surfaces, hazardous materials, and traffic;
- Must have flexibility to bend, twist, and reach;
- Must have strength to pull, lift, and push 100 pound objects on a frequent basis, and up to 100 pounds (such as a bag of cement) on an infrequent basis;
- Must have mobility to climb, crawl, and walk;
- Must have dexterity to operate machinery and tools on uneven surfaces, etc.;
- Must have stamina to exert self throughout the day in all weather conditions;
- Must have skill in foot/hand/eye coordination;
- High degree of concentration required when operating tools and equipment necessary to fulfill essential job duties;
- Hearing and speech required to communicate clearly and distinctly in English, face-to-face with citizens and fellow workers;
- Vision required to read and review written correspondence, reports, statistical and technical information, maps, etc.;

SUPERVISION:

The employee will perform under the close supervision of the Public Works Director.

EEO Class: Service Maintenance (SM/1611)

FLSA Status: non-exempt

Grade: H-H2-H3

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA).

I understand and agree that my employment is at will only and for no term of definite duration. I also understand and agree that either the City of Harrah or I may terminate my employment relationship at any time.

Signature

Date

The City of Harrah, Oklahoma, is an Equal Opportunity Employer.