



CITY OF RICHLAND

CLASSIFICATION TITLE: SEASONAL LABORER – PUBLIC WORKS	JOB: 3011-PW	AFFILIATION: Affiliated (IUOE)
REPORTS TO: ASSIGNED SUPERVISOR OR DESIGNEE	PAY GRADE: N/A	FLSA STATUS: Non-Exempt

GENERAL SUMMARY:

Performs manual labor in a variety of tasks in the maintenance of City streets and utilities on a seasonal (temporary) basis. Duties performed will vary depending on area of assignment as well as tasks performed during peak season activities. Subject to after hours and weekend work as needed.

ESSENTIAL JOB FUNCTIONS:

Duties listed are representative of the types of tasks and functions performed by positions of this class of work. Percentage of time and rank of importance of duties are not listed since both will vary by position and work location. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Performs a variety of tasks requiring manual labor including general maintenance and clean up duties of assigned areas.
- Use light and heavy equipment, hand and power tools, and light and heavy vehicles to perform seasonal street and utility maintenance.
- Assist with seasonal street asphalt and concrete maintenance work including dig-outs, crack sealing, grinding, patching, pavement marking/stripping, and rocking/grading shoulders.
- Assists in sign making and installations.
- Assists with traffic control set-up and breakdown under direction and in support of seasonal work activities.
- Operate City vehicles and equipment in a proper and safe manner.
- Performs other related projects and duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

Specific and realistic knowledge, skills, and abilities typically necessary to competently perform this job.

Knowledge of:

- General principals of right-away maintenance.
- Proper tools and equipment required for performance of assigned duties.
- Safe use, proper care, and usage of hand tools and small powered equipment.
- Laws pertaining to the operation of motor vehicles and safe driving practices.
- Applicable health and safety policy, procedures, and practices.

Skills and Abilities to:

- Operate light duty vehicles and battery, electric, or fuel powered equipment.
- Utilize hand and power tools used in performance of duties.
- Follow oral and written instructions.
- Follow safe work practices and observe safety rules and precautions.
- Observe legal and defensive driving practices.
- Communicate effectively both orally and in writing.
- Work independently and perform semi-skilled tasks without close supervision.
- Meet schedules and timelines.
- Work cooperatively with others.
- Adhere to work policies and procedures as established by the City and assigned supervisor.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Demonstrate the City's shared values of Teamwork, Integrity, and Excellence, and in accordance with department expectations.

EDUCATION & EXPERIENCE REQUIREMENTS:

- High school diploma or GED preferred, but not required

LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS:

- Valid driver's license.
- Eighteen (18) years of age or older.

COMPETENCIES:

Foundational

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits

mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.

- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

WORKING CONDITIONS

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. The work environment characteristics described 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.

Environment:

- Typically performed in the field, which requires travel daily from site to site.
- The position involves work outdoors on a year round basis and is subject to extreme weather conditions.
- This position requires work in construction sites, which may be dirty and strewn with construction debris.
- The noise level in the work environment is moderate to loud.
- May be exposed to moving mechanical parts and vehicles.
- Employees may interact with upset public and private representatives in interpreting and enforcing departmental policies/procedures.

Physical Demands:

- Must be able to regularly and punctually attend work at the office or other assigned locations.
- Operate a motorized vehicle, which may include inclement weather conditions.
- Operate standard equipment for assigned tasks.
- Ability to sit, stand, walk, bend, reach with arms and hands, kneel and stretch, occasionally crawling in tight spaces, as well as the ability to climb ladders and stairs, ride on platform hoists.

- Ability to lift, push, carry and pull materials and objects weighing up to 50 lbs. on a routine basis and up to 90 lbs. as needed using proper lifting techniques.
- Manual dexterity of hands and fingers to include repetitive grasping and reaching.
- Good vision to read print and a computer screen.
- Ability to hear and speak to communicate in person and over the telephone.

SELECTION GUIDELINES:

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 classification description does not constitute an employment agreement between the City of Richland and employee and is subject to change by the City as the needs of the City and requirements of the job change.

AUTHORIZATIONS: (For Archive)



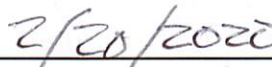
Human Resources Manager




Date



Department Director



Date



City Manager or Authorized Designee



Date