

City of Poulsbo

Position Description

Position Title: Seasonal/Temporary Employee	Date: March 2022
Department/Section: Public Works	
Salary Schedule: \$20.00 + hour / DOE	FLSA: Non-exempt

General Scope of Work:

This is a temporary position providing support for the Public Works Department and performing a variety of duties, primarily outdoors.

Primary duties:

- Assist regular employees with various miscellaneous tasks on an as needed basis
- Responsible for daily area set-up and preparations for normal operations and special events.
- Responsible for daily maintenance and clean-up of grounds and facilities as well as other assigned areas.
- Assist with a variety of tasks requiring manual labor such as painting, hand digging, landscape installation and maintenance
- Water, mow, weed, and trim landscaped areas consisting of bushes, trees, flowers, shrubs and lawns; rake leaves and clear debris from walk ways, fields, and courts
- Pick up trash and remove litter from city parks and grounds
- Clean restrooms and empty trash receptacles
- Other tasks as required

Knowledge, Skills and Abilities

- Ability to effectively operate equipment such as vehicles, mowers, blowers, weed eaters, pressure washers and power tools
- Ability to use standard hand tools (screw drivers, saws, hammers, shovel, pitch fork, rake, blowers, weed eaters, and walk behind mowers).
- Understand and adhere to safe work practices and procedures.
- Maintain a professional working relationship and positive problem-solving attitude

Qualifications

- Must possess a valid Washington State Drivers' License
- Must be 18 years of age by date of hire

Work Environment:

The physical demands and characteristics of the work environment described here are representative of those occurring in the performance of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to stand, walk, sit, kneel, bend, or climb; and to use hands to finger, handle, or feel objects, tools or controls, and talk or hear. The employee must be able to lift up to 25 pounds on a frequent basis; lift 25 to 50 pounds on an occasional basis, and lift and/or move 50 to 100 pounds with assistance.

This position regularly works outside in various weather conditions. The employee frequently works near moving mechanical parts and will occasionally work in hazardous areas. The employee occasionally works in traffic and is occasionally exposed to fumes or airborne particles, toxic chemicals. The noise level in the work environment is usually moderate to loud.