



LEGISLATIVE COVER MEMO

Introduction: May 18, 2026

Agenda Item: **Resolution 2026-33**

AMENDING POSITION DESCRIPTION FOR SEASONAL LABORER
IN PUBLIC WORKS

Submitted by: Cindi Chibis, Human Resource Specialist

Scope/Description: The Seasonal Laborer position is being updated to clarify the role's responsibilities, emphasizing seasonal park maintenance, landscaping, facility upkeep, and support for community events.

Exhibits: Exhibit A: Seasonal Laborer Position
Description

Recommendation: Approval

CITY OF FRANKLIN, OHIO
RESOLUTION 2026-33

AMENDING POSITION DESCRIPTION FOR SEASONAL LABORER IN PUBLIC WORKS

WHEREAS, Section 8.08 of the Franklin City Charter requires this Council to adopt a Position Classification Plan containing position descriptions for all City positions, considering the duties, authority and responsibility of each position;

WHEREAS, this Council adopted a Position Classification Plan and position descriptions on August 18, 2003; and

WHEREAS, upon the request and recommendation of the City Manager/Safety Director, this Council now finds it desirable to update the position descriptions for the Seasonal Laborer in the Public Works Department / Parks and Recreation Division;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Franklin, Ohio, a majority of members of Council present concurring, that:

Section 1. The position description for Seasonal Laborer is hereby amended as shown in the attached Exhibit A.

Section 2. It is found that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this council, and that all deliberations of this Council that resulted in this formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code, and the Rules of Council.

Section 3. That this resolution shall become effective immediately upon its passage.

ADOPTED: May 18, 2026

ATTEST: _____
Khristi Dunn, Clerk of Council

APPROVED: _____
Brent Centers, Mayor

CERTIFICATE

I, the undersigned Clerk of Council for the Franklin City Council, do hereby certify that the foregoing is a true and correct copy of a resolution passed by that body on May 18, 2026.

Khristi Dunn, Clerk of Council



CITY OF FRANKLIN

POSITION DESCRIPTION

Employee Name:		Department:	Public Works / Parks & Recreation
Civil Service Status:	Unclassified	Position Title:	Seasonal Laborer
Employment:	Seasonal	Reports To:	City Park Services Worker/Lead
FLSA Status:	Non-Exempt	Supervises:	N/A

GENERAL DESCRIPTION: Responsible for providing temporary, weather dependent entry level seasonal manual labor for the City of Franklin. Primary focus is in carrying out physical tasks involved in the repair and maintenance of City parks and related projects during the outdoor park season, as directed the Public Works Parks Division. ~~Responsible for providing entry level seasonal manual labor for the City of Franklin. Primary focus is in carrying out physical tasks involved in the repair and maintenance of City parks and related projects, as directed the Public Works Parks Division.~~

SEASONAL DURATION: This seasonal position lasts for approximately 32 weeks, beginning on April 1 and ending on October 31.

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101.

1. Under supervision, performs a variety of unskilled and semi-skilled manual tasks limited to the spring/summer maintenance, appearance and readiness of Community Parks and Park facilities. ~~Under supervision, performs a variety of unskilled and semi-skilled manual tasks in the inspection, cleaning, and maintenance of Community Parks and Park facilities.~~
2. Performs various functions including, but not limited to, shoveling, sweeping, collecting trash, and clearing debris from walkways, fields, and other areas. Removes graffiti, power washes, and paints or stains structures, benches, tables, signs, and fences.
3. Maintains grounds through seasonal landscaping and other associated tasks such as raking, mowing, trimming, pruning, planting, mulching, and performing general landscaping maintenance. Sweeps, shovels and performs general Public Works maintenance. ~~Maintains grounds by raking, mowing, trimming, pruning, planting, fertilizing grass, and removing shrubs. Sweeps, shovels and discards landscaping debris. Maintains athletic fields.~~
4. Cleans and maintains park structures including restrooms, picnic areas, fire rings, and playground equipment. Cleans up work sites, tools, and equipment upon job completion. ~~Cleans and maintains park related structures and equipment. Cleans up work sites, tools, and equipment upon job completion.~~
5. Assists with the preparation, organization, and implementation of outdoor park activities and special summer events as assigned, including but not limited to, event setup, teardown, and post-even clean-up. ~~Assists with the preparation, organization, and implementation of outdoor park activities and special events as assigned.~~
6. Represents the City professionally in all interactions with members of the community.
7. Adheres to all applicable safety practices and regulations, and effectively responds to emergency situations in accordance with the policies and procedures of the City of Franklin.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as required.

QUALIFICATIONS:

Communication Skills: Ability to read and carry out simple verbal and written instructions, short correspondence, and memos. Ability to communicate effectively, tactfully, and courteously, with staff and members of the community, apply active listening skills, and effectively



CITY OF FRANKLIN

POSITION DESCRIPTION

establish and maintain working relationships with those contacted in the course of work. Ability to recognize and deal effectively with unusual, threatening, or emergency situations. Ability to work as a team with other staff and management.

Education and Experience: Must be at least 16 years of age. High school diploma or equivalent. Prior experience in general manual labor, grounds-keeping, or construction work preferred.

Equipment, Tools and Materials: Effectively and safely operates light duty vehicles, trucks, tractors, riding and push mowers, weed eaters, chain saws, rakes, shovels, sprayers, blowers, ladders, power tools and other hand tools.

Licensure or Certification Requirements: Valid Ohio driver’s license and continuous insurability required.

Physical Requirements: (with or without accommodation): Primary functions require sufficient physical ability to work in an outdoor environment. Frequently required to stand for prolonged periods of time, lift and move up to 50 pounds, and use hands and arms to reach and operate objects, tools, or controls. Ability to occasionally walk, sit, stoop, bend, kneel, crouch, reach, twist, climb, crawl, balance, push, pull, lift, and move up to 100 pounds unassisted. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Ability to speak and hear required.

Technical Skills: Ability to use automated timekeeping system to accurately record and track hours of work.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: (For purposes of O.R.C. 4167)

Employee is regularly exposed to outdoor weather conditions, and frequently works near moving mechanical parts, and in motorized traffic situations. Employee may occasionally be exposed to fumes or airborne particles, raw sewage, toxic or caustic chemicals, and risk of electrical shock, and must manipulate large and heavy pieces of equipment, materials and/or tools. The noise level in the work environment is usually moderate but will periodically be very loud. Employee will occasionally be required to wear protective equipment to perform duties. May be exposed to hazardous driving conditions, verbal abuse by the public, or to human blood or other body substances.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, and must demonstrate the necessary skills, knowledge, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above reflects general information considered necessary to describe the essential functions of the job and shall not be construed as an exhaustive statement of duties, responsibilities or requirements that may be inherent in the job. It is not intended to limit the right of any supervisor to assign, direct, or control the work of employees under his/her supervision.

The use of a particular expression to describe duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty. This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)