

**Job Title:**Seasonal Public Works  
**Department:**Public Works  
**Supervisor:**City Clerk/Administrator

Effective Date: 2002; updated 4/8/2025

### **Description of Work**

General statement of Duties: Carries out work assignments on a daily basis for the Street Department, Parks and Recreation Department, and Building and Grounds Maintenance Department.

**Supervision Received:** Works under the general and technical supervision of Public Works ~~I~~Supervisor and the City Administrator.

**Supervision Exercised:** None.

### **Typical Duties Performed**

1. Paint curbs
2. Repair and maintain equipment (~~oil changes~~, grease, painting & minor repair)
3. Mow grass at Industrial Park, West Side Park, Legion Park, Monument site, City Hall, Water tower site, well sites, I-35 interchange, and other city property as needed.
4. Mow grass and other clean-up of properties if city receives complaints on same.
5. Repair and replace street signs
6. Operate Mowers
7. Pick up trash on all grounds
8. Empty trash receptacles weekly or as needed
9. Perform custodial needs and maintenance of city buildings
10. Set up and dismantle Carnival stands and benches
11. Other duties as assigned

### **Knowledge, Skills, and Abilities**

1. Ability to operate city equipment in a safe manner
2. Ability to sit on machinery for extended periods of time
3. Ability to work in weather extremes for extended periods of time

### **Qualifications**

1. Valid Driver's License
2. Must be ~~18~~17 years of age.

Employee's signature: \_\_\_\_\_

(This position description accurately reflects my current job)

Date: \_\_\_\_\_

Supervisor's signature: \_\_\_\_\_

(This position description accurately reflects the employee's current job)

Date \_\_\_\_\_