



Seasonal-Temporary Laborer Job Description

Department:	DPW/POTW/PARKS & CEMETERY
Supervised By:	Department Foreman
Supervises:	None
Bargaining Unit:	None
FLSA:	Non-Exempt
Status:	Seasonal/Temporary

General Summary:

The laborer is generally supervised by the DPW Director or DPW Foreman (as assigned) and performs a variety of manual labor activities as directed. Employee will operate City of Mason equipment and also serve in an on-call basis to handle emergency situations that may occasionally arise. Under general direction, performs a variety of tasks involving general construction, maintenance, and repair activities in connection with ground, building and equipment maintenance.

City of Mason:

More than any other criteria, the City of Mason values candidates that are the best fit for our organization.

- **Our Mission:**
We will anticipate the municipal needs of the community through an environment of innovation and leadership.
- **Our Vision:**
The City of Mason will empower its employees to be a model of excellence in providing municipal services.
- **Our Values:**
We must have integrity to maintain the public's trust, making us value most: honesty, professionalism, accountability and efficiency.
- **Our Culture:**
 - **One City:** No job, task, or employee is more important than another.
 - **Whole Person:** We must balance life outside of work and prioritize professional development to ensure that we are in the best position to implement our jobs.
 - **Solution Mindset:** All levels have to be empowered problem solvers to serve the customer and the City effectively.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Perform any of a variety of tasks involving physical strength and agility, such as break concrete and asphalt streets and sidewalks, dig holes and trenches, clean and sweep streets, alleys and gutters, load brush, etc.
2. Fill holes in street with asphalt and stone; shovel snow, dirt and other materials. Dig ditches and build foundations.

3. Perform a variety of manual labor tasks in the construction, maintenance, and repair of streets, sidewalks, curbs, gutters and alleys.
4. Perform building and grounds maintenance and cleaning work, including cutting grass, pulling weeds, painting and related work.
5. Assist in the installation, maintenance, repair and cleaning of water and sewage lines, catch basins and culverts.
6. Load dirt, snow, stones, leaves and other material into trucks and haul and dump said material.
7. Read water meters and record readings.
8. Operate automotive and power-driven equipment with safety and caution; such as tractors, trucks, power mowers, snow blowers, chain saws, etc.
9. Maintain trees, flowers, shrubs and plants in cemetery grounds and on City facilities and grounds.
10. Paint, repair and service equipment and facilities.
11. Prepare records as required.
12. Assist in performing general landscape work.
13. Assist other City Departments on an as-needed basis.
14. Performs *related work as required*.

Required Knowledge, Skills and Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Reasonable experience in performing general maintenance, construction repair or related activities.
- Reasonable knowledge of custodial and grounds maintenance activities including those with use of hand tools and automotive and power-driven equipment.
- Reasonable knowledge of the methods, material and practices used in building and grounds maintenance work.
- Ability to follow and understand oral and written instructions.
- Ability to perform heavy manual labor with general mechanic knowledge.
- Ability to work effectively independently and with other employees.
- Ability to manage one's work time, setting priorities as conditions change.
- Reasonable knowledge of the safe and efficient operation and maintenance of automotive and

power-driven equipment and tools.

Physical and Mental Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to be able complete the following physical requirements.

- Ability to ascend or descend ladders, and the like, with ease and agility.
- Ability to maintain body equilibrium to prevent falling from precarious situations that may occasionally arise.
- Ability to lower the body to floor level and move about, kneel, crouch and crawl. Ability to extend one's arm(s) in any direction and an ability support oneself in an erect position.
- Ability to bend downward and/or forward and ability to move short and long distances to accomplish tasks.
- Ability to substantially press against an object with steady force in order to thrust forward, downward or outward.
- Ability to raise substantial objects from a lower to higher position or move objects horizontally from position-to-position.
- Ability to be subject to substantially repetitive motions of the body or its part.
- Ability to manipulate small objects precisely by whatever means. Ability to apply considerable grasping-type pressure to an object.
- Ability to perceive attributes of objects, such as size, shape, temperature, or texture by tactile (touch) means. Ability to perceive the nature of sounds with no less than a 40 decibel loss at 500 Hz, 1,000 Hz, and 2,000 Hz with or without correction.
- Ability to walk on wet or varied surfaces.
- Ability to exert in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

While performing the duties of this job, the employee will be regularly exposed to the following working conditions and environmental factors.

- Frequently exposed to inside environmental conditions.
- Frequently exposed to outside environmental conditions.
- Frequently exposed to weather and temperature changes—as activities occur both inside and outside.

- Occasionally exposed to cold; temperatures that may be below 32 degrees for periods of more than one hour.
- Occasionally exposed to heat; temperatures that may be above 100 degrees for periods of more than one hour
- Frequently exposed to noise.
- Frequently exposed to vibration – exposure to oscillation movements of the extremities or whole body.
- Occasionally exposed to hazards, such as proximity to moving mechanical parts, electrical current, working on ladders or elevated platforms.
- Occasionally exposed to atmospheric conditions, such as fumes, odors, dusts, gases or poor ventilation.
- Constantly required to wear safety equipment, such as hard hats and leather work boots.
- Occasionally required to wear respirators.
- Exposure to lost-time accidents possible; such as severe injuries to back, eye, hand, leg or foot; loss of finger, carpal tunnel etc.
- Compliance with normal safety precautions necessary to prevent lost-time accidents to others. Inattention or careless operations may cause loss-time injury to self or others.

The City of Mason will provide equal employment opportunities to qualified persons without regard to race, creed, color, sex, age, religion, national origin, sexual orientation, gender identity, family medical history and genetic information, disability, marital status, height, or weight as required by applicable law.