

Age 16-18

**CITY OF COLUMBUS**  
**POSITION DESCRIPTION**

**POSITION:** Summer Employment-General Labor

**CLASSIFICATION:** Temporary

**DEPARTMENT:** Public Works - Parks and Cemetery.

**SUMMARY OF WORK:** Performs duties of repair and maintenance of City owned streets, alleys, parks, cemetery, drainage facilities, water system, wastewater system, and other Public Works Facilities. Operates some City owned equipment utilized in repair and maintenance of Public Works Facilities and grounds.

**SUPERVISION RECEIVED:** Works under the direction of the Public Works Director and other assigned Public Works Employees.

**SUPERVISION EXERCISED:** None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Position requires the ability to communicate orally and in writing, maintain accurate records.

Performs a regular scheduled inspection of the parks grounds and equipment during the summer months.

Performs routine grounds and building maintenance.

Mows and weed eat park grounds and cemetery as directed.

Assists with maintenance of water system, sewer system, streets, signs, swimming pool and other Public Works Facilities.

Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.

Deals tactfully and courteously with the Public.

Effectively works with other Public Works Employees on water, sewer, park, cemetery, pool or any other Public Works related project.

Performs other Duties as assigned.

### **DESIRED MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

- A. Any equivalent combination of education and experience necessary to perform the essential duties of the position.

#### **Necessary Knowledge, Skills and Abilities:**

- 1) Ability to operate and maintain various equipment used in parks, cemetery, street, alley, storm drainage and other public works infrastructure maintenance and repairs.
- 2) Ability to perform heavy manual tasks for extended periods of time; ability to lift heavy objects; walk and stand for long periods of time, and to perform strenuous physical labor; Ability to communicate orally and in writing; Ability to use equipment and tools properly and safely.

### **SPECIAL REQUIREMENTS**

Possess a valid state of Montana drivers license.  
Must be 16 years old.

### **TOOLS AND EQUIPMENT USED**

This position should know the operation and use of motorized vehicles and equipment including but not limited to; pickup truck, utility truck, tamper, plate compactor, hand saws, pumps, compressors, weed eaters, riding mowers, push mowers, generators, hand tools, pot hole patching equipment, shovels, rakes, wrenches, detection devices, mobile radios, cell phones, phones, personal computers, copy and fax machines.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is frequently required to walk on level or uneven ground; sit; climb or balance; stoop, kneel, crouch, crawl and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

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

While performing the essential duties of this job, the employee frequently works in outside weather conditions including but not limited to extreme cold, extreme heat, wind, rain, snow and icy conditions. The employee frequently works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The employee frequently works in utility trenches, digs with hand equipment near underground utilities. The employee works near and in high traffic areas with pedestrians and vehicles.

The noise level in the work environment is usually loud in field settings and moderately quiet in office settings.

## **SELECTION GUIDELINES**

Formal application, rating of experience and education; oral interview and reference check; job related tests may be required; a medical physical may be required.

The duties and functions 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 description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

## **JOB PERFORMANCE STANDARDS**

Evaluation of this position will be based primarily upon performance of the essential duties and requirements listed within this job description.