



## **DEPARTMENT OF PUBLIC WORKS Part-Time/Seasonal Laborer Position**

### **SUMMARY**

Assist in installing, and performing maintenance on landscaping and lawn care, irrigation, streets, sidewalks, traffic signs, and parking lots within the city. Operate and maintain a variety of light duty vehicles and mechanical equipment. Provide excellent customer service as related to general service and maintenance to residents and businesses within the city. Assist the Department of Public Works (DPW) and Department of Public Utilities (DPU) staff city-wide as needed. Perform related work as required.

The City of Coopersville operates in a drug and alcohol-free environment.

### **SUPERVISION RECEIVED**

Daily assignments are made by the Department of Public Works and/or the Public Utilities Superintendent(s). The work will be checked in progress and upon completion.

### **RESPONSIBILITIES AND DUTIES: PART-TIME LABORER**

An employee in this position may be called upon to do any or all of the following: *(Employee may be expected to perform additional tasks.)*

1. Install, maintain, and repair City streets, sidewalks, parks, buildings, trees and traffic signs.
  - a. Install and maintain landscaping, lawn care, trim trees, and irrigation in the city.
  - b. Patch curbs, sidewalks, and pavements. Erect and repair street and traffic signs.
  - c. Empty trash barrels in parks, the downtown district and other city property.
  - d. Paint buildings and refinish picnic tables; maintain parks facilities and other miscellaneous duties specified by the DPW and/or DPU superintendent(s). Must be able to maintain and clean city restrooms on a daily basis.
2. Operate and maintain variety of light motor vehicles and mechanical equipment.
  - a. Operate light duty trucks to haul materials and equipment to work sites.
  - b. Operate tractor, ride on mower and specialized equipment.
  - c. Operate a variety of power tools such as mowers, chain saws, sprayers, drills, sanders, grinders, or any other equipment.

- d. Assist in the maintenance and light repair of mechanical equipment. Wash, clean, fuel, lubricate and change oil in vehicles.
3. Demonstrate good communication and customer service skills.
  - a. Establish and maintain cooperative working relationships with fellow employees and the public.
  - b. Follow oral and written instructions and handle multiple tasks and responsibilities independently and as a team.
4. Perform related work as required. Assist the DPW and/or DPU maintenance personnel as required around the city as specified by the DPW and/or DPU Superintendent(s).

**DESIRABLE QUALIFICATIONS FOR EMPLOYMENT: PART-TIME LABORER**

An employee in this class, upon appointment, should have the equivalent of the following knowledge, training and experience: *(Employee may be expected to perform additional tasks.)*

1. Knowledge of the procedures/practices for operating and maintaining assigned vehicles and mechanical equipment.
2. Knowledge of safety procedures/precautions involved in various public works projects and equipment operations.
3. Skilled in operation of assigned vehicles/mechanical equipment and power tools.
4. Required training includes a high school diploma or equivalent. A State of Michigan motor vehicle license is required.
5. Knowledge and care of plants, shrubs, and trees.

**DESIRABLE QUALIFICATIONS FOR EMPLOYMENT: MAINTENANCE**

An employee in this class, upon appointment, should have the equivalent of the following knowledge, training and experience: *(Employee may be expected to perform additional tasks.)*

1. Basic laborer skills and landscaping duties.
2. Customer Service skills

**WORKING CONDITIONS\***

1. Duties require frequent and extended periods of outside work, subject to all weather conditions and extremes.
2. Ability to lift, carry and position heavy objects utilizing proper body mechanics and techniques.
3. Ability to perform basic physical activities such as; walking, climbing, lifting, bending, stooping and item manipulations, in any environment; including climbing in an out of trenches, work long hours in adverse weather conditions and operate heavy construction equipment.
4. Ability to wear all required safety and protective gear and equipment.

\_\_\_\_\_  
Approval of Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval of City Manager

\_\_\_\_\_  
Date

*\*Persons with physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.*

Revised: 1 <sup>st</sup> Draft 02/08/05		
Revised: 2nd Draft 03/24/2005		
Revised: 2nd Draft 01/24/2013		
Revised: 3 <sup>rd</sup> Draft – DDA Laborer 7/5/2017		
Revised 3 <sup>rd</sup> Draft- Part- Time/Seasonal 3/22/22		