

# CITY OF HASTINGS JOB DESCRIPTION

## Downtown Common Area Laborer Part-time, Seasonal, up to 10 hours/week

**Supervised By:** Superintendent of Streets & Construction

**Supervises:** No supervisory responsibility

**FLSA Status:** Non-Exempt

### **Position Summary:**

Under the supervision of the Superintendent of Streets & Construction, performs manual and semi-skilled tasks related to the maintenance and repair of downtown structures, amenities, and landscape beds.

### **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. Observes and inspects common areas of the downtown for items requiring maintenance and schedules repairs.
2. Removes refuse and recycling from collection bins and deposits into appropriate dumpsters and recycling collection units as directed.
3. Properly disposes of cigarette waste from disposal units.
4. Removes litter and refuse from sidewalks and landscape areas.
5. Wipes down and keeps all street furniture and dining areas clean.
6. Checks plants, including hanging baskets, for signs of distress. Checks that watering systems are operating properly and free of debris. Makes minor repairs to the irrigation system as needed.
7. Ensures that street tree beds are kept free of weeds and grass. Sweeps up and replenishes mulch as needed. Properly applies weed and grass killer in sidewalk cracks and parking lots.
8. Regularly uses a leaf blower and broom to keep the sidewalk clean.
9. Assists DPS operators with installing and removing holiday decorations.
10. Operates pickup trucks, hand tools, and small power tools to facilitate their work.

11. Performs related work as required.

**Required Knowledge, Skills, 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.

Requirements include the following:

- Valid Michigan driver's license and clean driving history.
- Ability to follow safety instructions and be focused on surroundings and working near traffic.
- Familiarity with construction materials, equipment, and supplies used in public works activities.
- Ability to work independently and stay on task.
- Knowledge of basic mechanical repair tools and procedures, and skill in applying them in maintenance and making minor repairs.

**Physical 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 frequently required to stand, sit, walk, climb, use hands and fingers, talk, hear and view and occasionally create written documents. The employee uses hand strength to grasp tools and may climb ladders or uneven terrain. The employee is frequently required to reach with hands and arms, such as to operate and repair vibrating machinery, use wrenches, hand tools, etc. and operate motorized equipment and vehicles. The employee must lift or push/pull objects of up to 50 lbs. without assistance. Accommodation will be made, if needed, for employees required to lift or move objects that exceed this weight.

While performing the duties of this job, the employee frequently works in outdoor weather conditions. The employee works near moving mechanical equipment, and may be exposed to fumes, dust, airborne particles, hazardous materials, vibrations and moving mechanical parts. The noise level in the work environment is sometimes moderate but can frequently be loud.

\* \* \* \* \*

*The City of Hastings provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*