

**CITY OF SYCAMORE
JOB DESCRIPTION**

DATE APPROVED: 2021

POSITION TITLE: Seasonal Worker

GROUP: Administration

REPORTS TO: Assistant Directors of Public Works

FLSA STATUS: Exempt; covered by the rules and regulations found in the annual Salary Ordinance, the City Code, and the Employee Handbook

JOB SUMMARY

The position of Seasonal Worker works under the supervision of the Assistant Directors of Public Works. This position performs a variety of tasks in the upkeep and maintenance of the Municipal Building, the Public Safety Building, the Public Works Building, and the Building and Engineering Building, along with the grounds associated with the buildings and the downtown area. This position will not exceed 400 hours between the months of May and September.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES

- 1. General duties, including but not limited to:**
 - Indoor and outdoor painting.
 - Mowing of city owned properties, with both push and riding mower.
 - Trimming of trees and shrubs.
 - Weeding, edging and mulching of grounds.

- 2. Safety**
 - Responsible for own safety and maintenance of a safe work environment.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Working knowledge of equipment, materials and supplies used in and around buildings, including mower, edger, blower, spray gun and ladders.
- Working knowledge of equipment and supplies used to do minor repairs.
- Some knowledge of first aid and applicable safety precautions.
- Ability to work independently and to complete daily activities according to work schedule.
- Ability to lift heavy objects, walk and stand for long periods of time.
- Ability to communicate orally and in writing.
- Ability to use equipment and tools properly and safely.
- Ability to understand and follow written and oral instructions.
- Ability to establish and maintain cooperative working relationships with supervisors, coworkers, vendors, and the public.

- Ability to work a twenty (20) hour workweek. The regular work hours will be from 7:00 A.M. to 11:00 A.M. This schedule will be flexible to accommodate the tasks assigned.
- This position requires the use of personal or City vehicles on City business. Individuals must be physically capable to operate the vehicles safely, possess a valid driver's license and have an acceptable driving record.

MINIMUM QUALIFICATIONS REQUIRED

Education:

- High School Diploma or equivalent.

Experience:

- Any combination of experience and training which demonstrates the knowledge and experience to perform the work.

PHYSICAL DEMANDS/WORK ENVIRONMENT CONDITIONS

The physical demands and work environment conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, and crawl; and smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must be able to perform heavy physical labor, including having sufficient strength to lift and carry tools and material weighing up to 30 pounds. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and vibration. The noise level in the work environment may be moderate to loud, depending upon the working conditions.