

**CITY OF SPEARFISH
JOB DESCRIPTION
STORM WATER SUMMER LABORER**

JOB SUMMARY:

The Storm Water Laborer will work mainly outdoors under general supervision, performing tasks of manual labor as needed to assist in the storm water control for the City of Spearfish.

ESSENTIAL FUNCTIONS/MINIMUM PERFORMANCE STANDARDS:

The Storm Water Laborer will:

1. Inspect residential and commercial construction projects to ensure erosion and sediment control are in accordance with State and local laws.
2. Inspect storm water inlets/outfalls to creeks, drainages and detention basins for debris and to include some debris removal.
3. Care for new erosion control on City projects which includes watering sod, trees and shrubs.
4. Mowing and liter control on storm water detention ponds.
5. Inspection on construction sites for correct dumpster use with liter control.
6. Ability to document and digitally photograph areas of concern.
7. Update and maintain permit files related to storm water.
8. Knowledge of the geographical layout of the city of Spearfish.
9. Learn and follow city established safety practices.
 - Will be required to wear safety-toed work shoes at all times (to be provided by the employee).
 - Will be required to wear hard hats, protective eyewear, ear protection, air masks, and other such gear as situations require and as assigned by supervisor (safety equipment provided by the City).
10. Competently and safely operate, service, and maintain construction equipment, vehicles, or tools. These may include, but are not limited to:

riding mowers	jackhammers
push mowers	weed trimmers
electric drills/saws	chain saws
various utility vehicles	front-end loaders
minor power equipment	sod cutters
pan vibrators	pavement saws
shovels/rakes	pruning shears
minor tools	haul trucks (that do not require CDL)

The Storm Water Summer Laborer will perform all other duties as specified by his or her supervisor(s).

In Absence, Duties Performed by: City staff

Minimum Qualifications, Training, or Experience to Start:

- Graduation from high school or possession of GED certificate.
- Ability and willingness to learn storm water and erosion procedures.
- Computer skills in Windows, Microsoft Word, Excel, e-mail, Internet, and other comparable programs.
- Ability to follow directions both verbal and written.
- Possess excellent public relation skills.
- Possession of a valid South Dakota driver's license with a clean driving history.
- Must be at least 18 years of age.

Physical Requirements: Are being established.

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ACKNOWLEDGEMENT OF DESCRIPTION

Job Title: Storm Water Summer Laborer

Reports to: Environmental Services Manager

Employment Status: Temporary, hourly

Salary: N/A

Additional Requirements:

Hours: Forty (40) hours per week, Monday – Friday, 7:00 a.m. – 4:00 p.m., May – September.

I acknowledge that I have received an exact copy of this job description; that it has been fully explained to me; and that I understand the duties required for my position. I further understand that these standards will be the basis of my training and evaluations.

Employee Signature and Date

Supervisor Signature and Date