



Position Description

Position Title: Facility Maintenance Summer Laborer	Department: Public Works
Reports to: Facility Maintenance Superintendent	Supervises: N/A
FLSA Status: Non-Exempt	Dates Revised: 1/19
Grade: Seasonal	On Call/Response Time: No

Job Summary

The Facility Maintenance Summer Laborer will work under general supervision to perform the maintenance and upkeep of buildings owned by the City of Spearfish.

Essential Functions

The Facility Maintenance Summer Laborer:

1. Performs the maintenance and upkeep of buildings owned by the City of Spearfish. These include, but are not limited to, the buildings and grounds of:
 - The Spearfish Municipal Services Centre.
 - The City Shop Building.
 - The City Fire Hall.
 - Snapper's Club.
 - Tretheway Pavilion.
 - Hudson Street Hall.
 - Public Restrooms within buildings.
 - Other structures as directed.
2. Coordinates maintenance work with supervisor to ensure smooth accommodations for meetings, conventions, special events, and seasonal or weather-related conditions.
3. Performs varied physical tasks, such as cleaning, painting, grounds keeping, and operating equipment.
4. As assigned, and as training and experience allow, assists other Spearfish Public Works divisions with various tasks, such as mowing, weed eating, brush cleanup, garbage pickup, and the like.
5. Ensures compliance with all safety guidelines and regulations.
6. Keeps track of inventory and requisition supplies, tools, and equipment as needed.
7. Gives supervisors input as to the condition of government property and equipment.
8. Maintains effective public relations with public users of city facilities.
9. Learns and follows City established safety practices.
 - Will be required to wear safety-toed work shoes when operating mowers or power equipment considered to be safety sensitive equipment (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. Understands oral and written directions from supervisors.
11. Accurately complete minimal forms of paperwork as directed, such as time cards, work reports, and the like in a timely manner.

Organizational Responsibilities

- Applies high ethical standards, such as honesty, responsibility, and trustworthiness, at all times.
- Demonstrates a high level of initiative, effort, attention to detail, and commitment by completing assignments in a timely and effective manner.
- Provides friendly, prompt customer service at all times, to both internal and external customers.
- Facilitates cooperation, trust, and teamwork with coworkers, supervisors, and other employees throughout the organization.
- Follows organizational policies and procedures with minimal supervision, and complies with all applicable local, state and federal regulations as they relate to each job.
- Completes all required safety trainings/classes in a timely manner.

Minimum Qualifications

- Must possess and maintain a valid driver's license with an insurable driving history.
- High School diploma or GED equivalent.
- Previous experience in maintaining facilities or related work preferred.
- Must be at least 18 years of age.

Physical Requirements: Are being established.

Working Conditions

- Preference of hire will be given to those who can work through Labor Day.
- Must be reliable and flexible to work non-traditional hours and weekends.
- Required to work weekends as scheduled rotation demands.
- **Hours:** Forty (40) hours per week, Monday-Friday, 7:00am – 4:00pm, May – September, except for rotational weekend duties; more or less hours as situations and weather may demand.

Disclaimer

The above information is intended to describe the general nature and level of work to be performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, requirements and working conditions. The City reserves the right to change or assign other duties to this position as needed and as deemed appropriate. Employees holding this position will be required to perform any other job related duties requested by management. Reasonable accommodations may be made as needed for employees to perform the essential duties and responsibilities and meet the requirements of the position. City of Spearfish employees are considered at-will employees. An employee may terminate his/her employment at any time and the City may also terminate the employee's employment at any time. Unless otherwise provided by contract or law, all employment with the City of Spearfish is to be considered "at-will".

Employee Acknowledgement

I have carefully read and understand the contents of this position description. I understand the duties, responsibilities, requirements and working conditions. I also understand that this is not necessarily an exhaustive list of duties, responsibilities, requirements and work conditions associated with the position. While this list is intended to be an accurate reflection of the current position, I understand that the employer reserves the right to revise the duties and responsibilities of the position or to require that additional or different tasks be performed. I understand that I may be required to work overtime, as well as different shifts or hours outside the normally defined workday or workweek.

Employee's Signature: _____

Date: _____

Department Head: _____

Date: _____