



# Position Description

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

## Job Summary

The Wastewater Treatment Facility Summer Laborer will assist in the overall operation and maintenance of the City's Wastewater Treatment Facility and lift stations. Laborer position will work mainly outdoors, under adverse conditions and in safety sensitive areas.

## Essential Functions

The Wastewater Treatment Facility Summer Laborer:

1. Cleans and maintains plant areas and yards as assigned.
2. Performs manual labor tasks such as, but not limited to, painting, mowing, weed trimming, general construction, shoveling, fencing, and other duties as assigned by supervisor.
3. Learns and follows City established safety practices.
  - Required to wear safety-toed work shoes at all times (to be provided by the employee).
  - Required to wear hard hats, protective eyewear, ear protection, and other such gear as situations require and as assigned by supervisor (safety equipment provided by the City).
4. Competently and safely operates, following all City established procedures, vehicles, tools and equipment. These may include, but are not limited to:
  - riding mowers                      electric saws/drills
  - push mowers                        shovels (rakes)
  - weed trimmers                    minor tools
  - chain saws                         haul trucks (that do not require CDL)
  - pickups                              various utility vehicles (as training or experience allow)

## 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
- Must be at least 18 years of age
- Ability to follow directions both verbal and written

- Ability and willingness to learn Wastewater Treatment Plant procedures

**Physical Requirements:** Are being established.

## **Working Conditions**

- **Hours:** Forty (40) hours per week, Monday – Friday, 7:00 a.m. – 3:30 p.m., May – September, more or less hours as situations 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: \_\_\_\_\_