



CITY OF BERKLEY

3338 COOLIDGE HWY, BERKLEY, MICHIGAN 48072

SEASONAL LABORER JOB DESCRIPTION

Department: Public Works Department
Supervised By: Public Works Director and Public Works Superintendent
Classification: Part- Time, Non-Exempt
Supervises: None
Salary Range: \$16.00 per hour

Position Summary:

Under the supervision of the Public Works Director and the Public Works Superintendent, the Seasonal Laborer participates in all public works projects and assignments. The seasonal laborer performs general labor in support of Public Works operations and operates a wide range of associated equipment. The individual selected should also be available to respond to emergencies of all types: 7 days a week, 24 hours a day.

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. Typical duties include lawn maintenance, road repair, fleet maintenance, street and sidewalk maintenance, water and sewer installation and repairs, and a team member working with crews in any division of Public Works.
2. Operates vehicles of various sizes and weights in the loading, hauling, and unloading of equipment materials, and supplies as assigned.
3. Participates in street maintenance and repair projects such as snow and ice removal, patching, line striping and spray painting, curb replacement and grading, and others as directed.
4. Participates in curbside leaf pick-up, mowing, raking, equipment maintenance and other grounds maintenance projects as assigned.
5. Operates power equipment associated with grounds maintenance such as mowers, trimmers, chippers, and other equipment as assigned.
6. Participates in utility projects as instructed. This may include working as part of the crew in installing water and sewer lines, installing and reading meters, and performing maintenance and repair tasks on the utility system.

7. Responds to public works emergencies. Will be required to work outside of normal business hours in the event of an emergency, or as assigned.
8. Performs other duties as assigned.

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. A combination of education and experience may be considered. Requirements include the following:

1. A high school diploma or equivalent.
2. A valid Michigan Drivers' License.
3. General knowledge of the use and function of tools and equipment commonly utilized.
4. Displays strong interpersonal skills with department staff, city officials, and the public.
5. Ability to perform outdoor manual labor in various weather conditions.

Note: Employment in this position begins with a probationary period:

- The pay rate for this position is up to \$16.00 per hour.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the duties and essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

While performing the duties of this job, the employee is regularly required to communicate with others in person and on telephone. The employee is often asked to view and produce written and electronic documents. In the course of inspection public works projects the employee is occasionally required to stand, walk, stoop, kneel, or crouch for day to day operations. The employee must occasionally lift and or move light to moderate weight items.

While performing the duties of this job, the employee regularly works in the field but occasionally may be required to work in a business office setting. The noise level in the work environment ranges from moderate but may become very loud at times.

The City of Berkley is an Equal Opportunity Employer.

