



The City of Harrisburg  
**Public Works Seasonal Worker**

(4 positions available)  
\$12.75 - \$14.00 per hour

This position requires a variety of skilled and semi-skilled tasks requiring heavy physical activity and the use of hand tools and simple power equipment. This employees' time will be spent largely outdoors in the maintenance of City Facilities as assigned. These are temporary/seasonal non-benefited positions. Each position will work a maximum of 599 hours (approximately 14 weeks). Must be 18 years of age.

Applications may be obtained at City Hall, 120 Smith St., Harrisburg, or online at [www.ci.harrisburg.or.us](http://www.ci.harrisburg.or.us). Applications must be received by the City of Harrisburg, Attn: Lori Ross; PO Box 378, Harrisburg, OR 97446 or emailed **(no encryption)** to [lross@ci.harrisburg.or.us](mailto:lross@ci.harrisburg.or.us), **by 5:00PM, June 30, 2021**. The City of Harrisburg is an Affirmative Action/EOE and complies with Section 504 of the Rehabilitation Act of 1973.

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## Public Works Seasonal Worker

### Position Description

#### Reports to: Public Works Foreman

**Job Summary:** This employee performs a wide variety of unskilled and semi-skilled routine tasks, requiring heavy physical activity and the use of hand tools, simple power equipment, motorized machines, and heavy equipment work. Work is frequently landscaping and facility maintenance, and includes janitorial and maintenance duties. Approximately 50% of the employee's time will be spent in the maintenance of City parks, grounds, and facilities. Most work is done during the day on weekdays, but occasional night and weekend work is required. This position is a seasonal position, which is non-benefited, and limited to a maximum of 599 hours. (Approximately 14 weeks).

**Supervisory Responsibility:** None

#### Essential Duties/Functions and Responsibilities

1. Communicate effectively and courteously with City employees and the public and establish effective working relationships
2. Perform landscaping maintenance, with tools and machines such as lawn mowers, riding mowers and tractors.
3. General plant and tree care, including planting, pruning and weed removal.
4. Installing, maintaining and using irrigation systems. Leaf and yard debris removal through mulching, composting and other methods.
5. General janitorial tasks, such as trash removal, cleaning and disinfecting restrooms, removing graffiti, and cleaning other structures.
6. General maintenance tasks, such as minor construction, painting, power washing structures, erecting public signs and digging ditches.
7. Wash and help to maintain vehicles.
8. Set up tables and chairs for meetings, and other City celebrations/special events.
9. Break up concrete and asphalt surfaces, haul materials, and perform maintenance of streets, including patching, painting, and paving.
10. Maintain equipment and tools.
11. Provide unskilled and semi-skilled assistance to other Public Works employees.
12. Must safely operate City vehicles and equipment, such as a backhoe, tractor, dump truck, front end loader, jack hammer, forklift, and power tools.
13. Ability to understand and carry out instructions, to work independently, and with others, and perform physical tasks in adverse weather conditions.
14. Keep supervisor informed of job related matters. Willingly accepts direction from supervisor and other staff.

#### Non-Essential Duties:

1. The Public Works Seasonal employee should expect to perform and assist with other tasks that may not be assigned or encountered in the normal course of business.

2. Any tasks that a Utility I worker may perform, unless prohibited by a lack of certification.

### **Education, Qualifications and Experience:**

#### **Minimum:**

- A high school diploma or GED or equivalent is required.
- Must have a valid driver's license.

Employee must have skills in safe operation and care of assigned equipment, vehicles, machines and tools. Employee must have the ability to understand and carry out instructions, and to work independently and with others.

**Desirable:** Knowledge of the principles and practices of repair, maintenance, and construction, as well as lawn and plant care. Having a CDL is a plus in this position.

#### **Work Relationships:**

The employee works under relatively close supervision to start. Most tasks are assigned orally. Work is reviewed frequently. As the Seasonal employee learns repetitive tasks, supervision becomes more general and work is reviewed less frequently. The employee will often work independently after receiving a job assignment, must be able to work with and support other co-workers, and can have public contact.

#### **Physical and Mental Demands:**

The work is highly physical, with periods of walking, pushing, pulling, carrying, kneeling, reaching, twisting, standing, hearing and seeing. Frequent repetitive motions including but not limited to, hand, wrist, finger, and arm movements, including handling, grasping, and pinching. Vibration of extremities is often, and whole body vibration can be frequent. Reading and comprehension skills are routinely required on an everyday basis. Must be able to bend and lift 50 lbs. or more.

**Working Conditions:** The majority of each day will be spent outdoors, although some of it may be spent in a controlled environment. This employee will work throughout the City of Harrisburg, in the parks, museum, riverfront restrooms, and at other City facilities such as the water plant, wastewater facility, poplar tree stands, storm and sewer lifts, City Hall, the Harrisburg Justice Court, and Library as well as City rental facilities. Physical tasks are sometimes performed in adverse weather conditions. While regular PW employees respond to infrastructure and other system emergencies, this position could also be used to assist in an emergency situation. Emergencies often occur during unusual hours and in adverse weather conditions. PW are sometimes first responders to emergency situations in town; this employee might be asked to assist in their efforts if needed.

**Attendance Requirements:** Most work is done during the day, with rare work being required in the evenings and occasional emergency work being required on weekends. This employee is seasonal, non-benefited, and is limited to working a maximum of 599 hours (approximately 14 weeks.) a calendar year.