

**TOWN OF STEVENSVILLE**  
**PUBLIC WORKS POSITION DESCRIPTION**

Position Title: Seasonal Maintenance Worker  
Department: Public Works  
Modification Date:

**GENERAL PURPOSE**

Responsible to provide the Town of Stevensville citizens with a pleasant outdoor environment by ensuring all parks, trees, weeds, grass, cemetery, streets, and swimming pool are clean, well-cared for, beautiful and up kept.

**SUPERVISION RECEIVED**

Works under general supervision of the Public Works Supervisor.

**SUPERVISION EXCERSIZED**

None

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Cut grass / vegetation and trim around stones and markers.

Remove dead flowers and other removable grave decorations in the spring & fall.

Rake and remove leaves from the parks and cemeteries during the fall & spring.

Perform general clean-up, including removal of fallen tree limbs and brush, removing dead trees, and pruning and trimming trees, hedges, and shrubs.

Empty garbage containers as needed.

Maintain roadways within the cemetery as needed.

Drain/blow out water lines prior to the ground and/or water lines freezing at the Parks/Cemetery.

Plant flowers, trees, shrubs as needed.

Select appropriate equipment and materials to complete the work according to specifications, verbal instructions, and established procedures.

Safely operate equipment necessary to clean, repair and maintain Town streets, parks, and cemeteries.

May perform minor repairs and maintenance procedures on equipment.  
Bring maintenance issues to the attention of the Parks Supervisor in a timely manner.

Establish and maintain positive working relationships with Town employees, supervisors, and the general public.

Adhere to all Town of Stevensville and department standard operating procedures and policies:

Fully participate in safety training program(s); suggest improvements in safety training to the supervisor or safety committee as appropriate

Report any unsafe work conditions and unsafe practices to the supervisor or safety committee.

Perform other duties as assigned by the Public Works Supervisor

### **DESIRED MINIMUM QUALIFICATIONS**

- (A) Knowledge of landscaping methods, techniques and materials
- (B) Knowledge of operation and use of motorized vehicles and equipment, common hand and power tools, weed trimmers, lawn mowers, shovels, wrenches, etc.
- (C) Must have a valid State of Montana driver's license
- (D) Able to watch gauges, dials, and other indicators to ensure machines are working properly
- (E) Experience in operating grounds keeping/landscaping equipment, as well as a variety of construction, maintenance, and specialized equipment
- (F) Ability to communicate effectively both verbally and in writing.
- (G) High school diploma, GED, or two years landscaping/grounds keeping maintenance experience

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, push, pull, reach, use fingers to handle and feel, distinguish color, and wear protective apparel

Ability to lift and/or move 25-100 lbs.

Stamina and self-motivated.

Exposure to cold, heat, outdoors, vibration, mechanical hazards, electrical hazards, and traffic hazards.

Ability to judge distance including close vision, color vision, depth perception, peripheral vision, and the ability to focus.

Perform strenuous manual labor under adverse conditions when necessary

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions, including extreme heat and/or cold. The employees may work near moving mechanical parts and are occasionally exposed to wet and/or humid conditions and vibration. The employee is occasionally exposed to fumes or airborne particles, toxic, or caustic chemicals.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings. This job requires an employee to work a minimum of 30 hours per week.

## **SELECTION GUIDELINES**

Formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; physical agility; final selection and pre-employment medical examination.

NOTE: Appointees will be subject to completion of a standard probationary period of six (6) months.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_