

**CITY OF BELLE PLAINE
POSITION DESCRIPTION**

POSITION TITLE: Public Works Seasonal (Temporary)

DEPARTMENT: Public Works

SUPERVISORS: Public Works Superintendent
Assistant Public Works Superintendent
City Administrator

OVERVIEW OF POSITION: Under immediate supervision, assists the Public Works Superintendent with the execution of his/her duties; performs related duties as required.

ESSENTIAL JOB FUNCTIONS: (The listed examples may not include all the duties performed by this position).

- Comply with the Public Works Superintendent's instructions and assignments unless to do so would be injurious to safety of health.
- Assist the Public Works Superintendent with the care and maintenance of all public streets, alleys, sidewalks, gutters, storm and sanitary sewer, drains, lighting, water systems and City equipment.
- Repair and maintain parks and park equipment and facilities.
- Other duties as assigned.

REQUIRED INTERPERSONAL SKILLS:

Ability to communicate clearly and effectively, ability to understand and carry out directions, ability to accept responsibility, ability to deal with a wide range of individuals, ability to accept delegated work and supervision, ability to maintain confidentiality as needed, tact, ability to work with the public.

ESSENTIAL PHYSICAL REQUIREMENTS:

- Ability to perform heavy manual labor.
- Ability to work under varying weather conditions.
- Ability to sit, stand, bend, crouch, squat, kneel, stoop, and walk for extended periods of time.
- Ability to lift and carry fifty (50) pounds.
- Ability to speak, read, write, and understand English.
- Hearing normal or corrected to normal.
- Eyesight 30/40 or corrected to 30/40.
- Ability to work in conditions presenting exposure to hazardous materials, adverse weather conditions, confined spaces, and noisy or unstable working environments, above and below ground level.

MINIMUM QUALIFICATIONS:

- Valid Minnesota Class "D" driver's license allowing operation of City vehicles and equipment.
- Valid Minnesota Class "B" (CDL) driver's license for individuals operating large snow removal equipment including Zamboni ice rink equipment.
- Demonstrated skills in construction.
- Experience working with the public.
- Demonstrated ability in general mechanics.

DESIRED QUALIFICATIONS:

- Knowledge of OSHA regulations, requirements and safety principles pertaining to position.