

# CITY OF ALTOONA

## Job Description

**Job Title:** Seasonal Public Works Maintenance Worker  
**Department:** Parks and Recreation/Public Works/Parks & Recreation  
**Reports To:** Public Works Superintendent  
**Prepared Date:** 05-15-2018  
**Anticipated term:** up to 3 months but may be extended. No benefits included in the position.

### SUMMARY

Under the supervision of the Public Works Superintendent, helps to support and maintain City of Altoona facilities, equipment and grounds; assists with projects as needed and directed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. (Other duties may be assigned.):

- Complete work orders related to repair, construction and maintenance of the City's streets, water, sanitary sewer and storm water utilities.
- Complete work related to repair, construction, and maintenance of City owned buildings.
- Performs a variety of general grounds keeping duties including but not limited to raking, weeding, trimming grass, trees, hedges and shrubs
- Operates all grass cutting, mowing, edging and trimming equipment
- Assists the Parks department's athletic fields for daily use, includes dragging, watering, leveling bases, screening field, lining, sweeping dugouts, cleaning bleachers and park areas
- Completes various maintenance and construction projects as directed

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Must have the knowledge and ability to professionally operate light and heavy equipment.
- Must have the knowledge and ability to successfully operate hand tools, small power equipment, pick-up trucks, trailers, tractors, skid steer and other maintenance equipment and tools.
- Must have ability to work independently and be self-directed
- Must have ability to follow directions
- Must have ability to communicate effectively with co-workers, supervisor and the public
- Must have ability to address citizen complaints and resolve problems
- Must have ability to perform each essential duty noted above satisfactorily; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- Ability to follow safety rules and procedures

## **CERTIFICATES AND LICENSES**

- Must possess valid driver's license
- Must possess a commercial driver's license

**PHYSICAL DEMANDS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- While performing the duties, the employee is frequently required to stand and walk.
- The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

- The employee is normally exposed to outside weather conditions.
- The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high places; fumes or airborne particles; toxic or caustic chemicals; and vibration.
- The noise level in the work environment is usually moderate but may be very loud requiring use of hearing protection.
- The employee may be required to work weekends and evenings.

## **PRE-EMPLOYMENT DRUG SCREENING IS REQUIRED.**

The City of Altoona is an Equal Opportunity Employer. To comply with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.