



Randy Evans, Mayor  
David Swackhammer, Service Director

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**JOB ANALYSIS - GENERAL LABORER  
CITY SERVICES  
PART-TIME - SEASONAL EMPLOYMENT**

**\$14.00 - \$18.00 / hour**

**Maximum 29 hours per week**

**Maximum 19 weeks per calendar year**

**General Purpose**

To assist in maintaining the City's infrastructure, properties, facilities and accesses, through activities assigned by Supervision

**Requirements**

Must be minimum 16 years of age, must have a valid driver's license, must be able to pass a drug/alcohol screening, and must be able to work flexible hours. Must be able to perform Essential Functions listed below, and must possess Knowledge, Skills, and Abilities listed below.

**Essential Functions**

**This list is not exhaustive and may be supplemented as required by changes in the position requirement.**

1. Assists in maintaining City streets and alleys, cemetery, and other City properties, including;
  - a. Assists in black topping City streets, including shoveling asphalt for pothole repair.
  - b. mows grass, trims weeds, rakes and collects leaves
  - c. cleans and digs ditches
  - d. paints street curbs and buildings
2. May be required to assist in performing various facility maintenance duties throughout City facilities and Parks when the need arises.
3. Adheres to all safety procedures and assists in identifying unsafe working conditions/hazards and reports immediately to their Supervision.
4. Reports to their assigned department and performs tasks assigned by Supervision as needed. Hours of work and work assigned is designated by their Supervision.

**Knowledge, Skills, and Abilities**

1. Knowledgeable in the use and operation, lawn maintenance equipment, hand tools, etc.
2. Knowledge of work related safety hazards and ability to work safely, following all safety policies and procedures and reports any unsafe practices and/or hazards immediately. Must be alert during operation of equipment with moving parts, i.e., blades on movers.
3. Ability to be a self-starter and can efficiently and effectively work independently. Work load may alternate throughout the day, flexibility in daily work is essential to this position.
4. Demonstrates physical fitness, with heavy lifting up to 75 pounds alone, 76+ pounds with assistance, climbing, and the ability to work in inclement weather.