



## **JOB SUMMARY**

**TITLE: Seasonal Maintenance Employee**  
**RREPORTS TO: Director of Public Works**

**DEPARTMENT: Public Works**  
**PAY GRADE: to be determined by skills**

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This description is intended to describe the general nature and level of work being performed by people assigned to this classification. This is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Further, this description is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The position must demonstrate competencies for the following use group:

### **JOB SUMMARY:**

Performs Village property maintenance and tending duties as assigned by the Director of Public Works or Village Manager.

- Maintains lawns including moving, trimming, raking, and composting debris; cleans lawns of trash, limbs, and other debris.
- Removes trash from receptacles in Village, parks, cemetery and Village property at least weekly, checking for more frequent removal daily. Removes trash in street or right of way as visualized or reported.
- Performs forestry jobs such as cutting designated trees, trimming trees or brush, planting and maintaining, and removal of same along the right of ways.
- Maintains organizations, orderliness, and cleanliness of garage and equipment. Performs equipment maintenance and tool maintenance. Performs oil changes, replaces fluids, replaces blades and belts, washes vehicles, sharpens blades.
- Maintains streets by repairing potholes, clearing drains, sweeping, replacing signs, removing obstacles.
- Maintains sidewalks by sweeping.
- Maintains Village property by painting, cleaning, repairing, or other functions to maintain buildings and equipment.

### **MINIMUM LEVEL OF EDUCATION REQUIRED:**

High school graduate or GED certificate. Able to read, write legibly, perform math calculations. Must have current license and have held license for one year. Must have computer experience and ability to utilize work processing and spreadsheets.

### **INTERPERSONAL SKILLS:**

Basic interpersonal skill needed to maintain positive image for the Village by exchanging factual information, greeting people, understanding and giving simple directions. Able to articulate and demonstrate commitment to the Philosophy, Values and Mission of the Village of Roscommon.

### **DECISION MAKING:**

Work is performed in accordance with standard routines or procedures. Some operating freedom is used to organize work, set priorities, and adapt to operational situations. The impact of decisions is limited to the mechanics of the job.

**ANALYTICAL ABILITY:**

Minimal analytical ability required; typical function includes comparison of numbers or letters, sorting or logging.

**LEVEL OF CONCENTRATION AND PHYSICAL EFFORT:**

The work involves lifting, moving, loading or unloading objects weighing more than 50 pounds. Standing for long periods, pushing, pulling, bending, stopping, shoveling, and raking are required. Must be able to concentrate and pay close attention to detail. Must be able to balance, bend, climb, crawl, crouch, kneel, reach, sitting, squat, stand, twist and walk 100% of the time. Must be able to hear speech, distinguish sounds and speak. Must have near vision, far vision, depth perception and be able to distinguish colors. Must be able to lift objects weighing more than 50 pounds.

**WELFARE OF OTHERS:**

Performs jobs that directly contribute to the welfare of others in situations where the procedures, methods, and safety precautions are clearly defined and comprehensive. Maintains safe working environment for self, other employees, residents, and visitors in accordance with applicable standards and procedures relevant to the position's job duties.

**JOB RESPONSIBILITY:**

Must operate trucks, trimmers, mowers, chainsaws, generators and other Village equipment.

**WORK OF OTHERS:**

No responsibility for the work of others.

**WORKING CONDITIONS:**

Work involves exposure to some extreme temperature changes, operation of equipment, exposure to infectious disease, electrical shock, and hazardous materials. Must be able to work while being exposed to infectious disease, dust, noise, fumes/vapors, sharp instrument/tools, hazardous substances and operating machinery in a safe manner using personal protective equipment.