



**CITY OF GRIMES PUBLIC WORKS DEPARTMENT SEEKS
SEASONAL STREETS / PARKS POSITIONS - \$15/hour**

The Grimes Public Works Department seeks **Multiple Seasonal Streets / Parks positions** in the Public Works Department from 5/1/23 through 9/1/23.

Education/Experience: High School Diploma or GED. General experience in the operation and maintenance of light and medium construction and maintenance equipment or additional skills, training or education.

Skills: Ability to assist with construction equipment, concrete finishing, curb construction and equipment maintenance. Operation of zero-turn mowers.

Knowledge: General knowledge of tools and equipment including heavy, hand/power and electronic. Snow removal training programs, concrete, street repair, parks mowing.

Other: 18 years old with valid Iowa driver's license.

TO APPLY:

All job offers are subject to background check. For consideration, submit a completed application, resume, and cover letter to the City of Grimes website:

<https://www.grimesiowa.gov/Jobs.aspx>

Materials will be reviewed as they are submitted.



City of Grimes Job Description

A. Position Title Location

Seasonal Streets/Parks	Public Works Facility
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B. Job Specifications

<input type="checkbox"/> Regular, Full-Time	<input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Seasonal, From: May 1, 2023
Department:	Department 71, Streets	To: September 1, 2023
Reports to:	Field Operations Superintendent	Bargaining Unit: n/a
Post Offer Testing:	Click here to enter text.	FLSA: Non-Exempt
Civil Service:	N/A	Hourly/Monthly Pay: \$15.00 per hour

C. Job Description Summary

Under the general supervision of the Field Operations Manager, operates a variety of light and medium duty equipment for the maintenance, operation and construction activities related to public works infrastructure or delivery of services. Will also perform heavy manual labor when required. Will utilize additional skills in construction and maintenance.

D. Routine Job Duties/Responsibilities

<i>Description of Duty: Do not include if less than 5% of time unless essential. Be Specific without giving explicit instructions on how to perform. Use accurate adjectives and only those duties current to the position.</i>
Maintains and repairs roadways, rights-of-way, sidewalks and other structures to sustain the public works infrastructure.
Operates various vehicles and equipment such as: mowers, tractors, power tools and hand tools.
Performs heavy manual labor to repair concrete and asphalt pavement, remove trees, dig trenches and post holes, load dirt and construction material, backfill ditches or holes, and other activities as required.
Performs minor mechanical and maintenance service to assigned public works vehicles. Performs and documents daily equipment inspections in accordance with department policy.
Inspects and maintains traffic control signs and pavement markings.
Inspects, cleans and repairs storm and sanitary sewer structures, levees and drainage ways.
Assures that the City's missions, goals and objectives are fully initiated and supported.
Performs other duties and responsibilities as assigned.

E. Periodic Job Duties/Responsibilities

Attends safety meetings and seminars as required and promotes workplace safety. Follows all City and department safety policies and procedures. May work independently with minimal supervision or act as lead person on small crews.

F. Qualifications

Education/Experience:	High School Diploma or GED. General experience in the operation and maintenance of light and medium construction and maintenance equipment or additional skills, training or education.
Skills:	High level of ability with construction equipment, concrete finishing, curb construction, and equipment maintenance.
Knowledge	General knowledge of tools and equipment including heavy, hand/power and electronic. Snow removal training programs, concrete, street repair and leadership certifications preferred.
Licenses/Certifications:	Valid Iowa drivers license
Other:	Must be 18 years old.

G. Working Conditions

Lifting Requirements: (Refer to Glossary of Terms)	Heavy work, exerting up to 100lbs of force occasionally, up to 50lbs of force frequently, up to 20lbs of force constantly to move objects.
Physical Requirements: (Refer to Glossary of Terms)	Stand or sit, walk, use hands/fingers, climb or balance, stoop, kneel, crouch or crawl, talk/hear, see, push/pull, reach and repetitive motion.
Safety Hazards: (Refer to Glossary of Terms)	Exposure to extreme temperatures, wet/humid conditions, dust, fumes, noise, vibration, mechanical hazards.

H. Disclaimer

This job description reflects the administration's assignment of essential functions; and nothing herein restricts the administration's right to assign or reassign duties and responsibilities to this job at any time (with Union contract guidelines if applicable). This Job Description is not to be construed as a contract for employment.

I. Pre-Employment Screening

Action Required	Result	Date
<input checked="" type="checkbox"/> Reference Check	Click here to enter text.	Click here to enter text.
<input checked="" type="checkbox"/> Credit History	Click here to enter text.	Click here to enter text.
<input checked="" type="checkbox"/> Education/License Credentials	Click here to enter text.	Click here to enter text.
<input checked="" type="checkbox"/> Criminal Records	Click here to enter text.	Click here to enter text.
<input type="checkbox"/> Employment Verification	Click here to enter text.	Click here to enter text.

J. Review

Compensation Review/Approval	Date:
City Administrator/Department Director Signature	Date:
Reviewed with Employee by:	Date:

Employee Signature

Date: