

City of Dallas Center

Job Description

Title: Seasonal Public Works Assistant (Age 16+)

Department: Public Works

Facility & Work Area: Varies

Reports To: Assistant Public Works Director – Operations

JOB SUMMARY

Under direct supervision of the Assistant Public Works Director – Operations or designee, the Seasonal Public Works Assistant performs basic manual labor and entry-level maintenance tasks in support of Public Works operations. This position is designed for youth employees age 16 and older and focuses on assisting full-time staff with routine tasks while learning proper work habits, safety procedures, and teamwork skills.

Work hours may vary based on operational needs and may include evenings and weekends.

All duties are performed under close supervision and in accordance with applicable state and federal youth labor laws.

ESSENTIAL JOB FUNCTIONS

Examples of essential job functions include, but are not limited to:

- Assists with general maintenance of city streets, sidewalks, parks, ball fields and public facilities through basic manual labor.
- Performs grounds maintenance duties, including raking, sweeping, litter pickup, watering, and landscaping assistance.
- Assists with building and facility upkeep, such as cleaning, organizing, painting, and minor repairs.
- Helps prepare recreation facilities, parks, and community spaces for public use.
- Assists with sign installation, barricade placement, and cleanup under direct supervision.
- Uses approved hand tools and light equipment, including mowers and other basic tools as assigned.
- Loads, unloads, and organize materials and supplies within safe lifting limits.
- Follows assigned schedules, deadlines, and all safety rules and procedures.

- Works cooperatively with Public Works staff and assists other City departments as directed.

OTHER JOB DUTIES

- Assists with seasonal and special projects, including cleanup activities and removal of snow fence.
- Reports unsafe conditions, damaged equipment, or maintenance needs to supervisors.
- Performs other related duties as assigned that are appropriate for age, ability, and training.

PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS

Required Physical Activities: Carrying, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, talking and hearing.

Physical Characteristics of the Job: Heavy work requiring exertion of up to 100 pounds of force occasionally and exertion of up to 50 pounds of force frequently.

Environmental Characteristics: The work is performed primarily outside and includes seasonal exposure to cold, heat, wind, rain, snow, and other weather conditions. The worker is also exposed to awkward or confining work space, darkness or poor lighting, dirt/dust, fumes/odors, moving machinery, noise, vibration, visual strain, wetness/humidity, working on uneven ground, mechanical hazards, chemical hazards, and traffic hazards. Also, the work may expose the employee to unpleasant social situations, a significant work pace pressure and irregular work hours.

Youth employees will not be assigned hazardous duties and will only work in conditions deemed appropriate for minor employees.

EQUIPMENT AND MATERIALS USED

Truck and attachments, mowers and attachments, trimmers, air compressor, pumps, drills, saws, grinders, ladders, generators, chains, extension cords, measuring equipment, jackhammer, sledgehammer, pick-ax, winch, hoses, oils, concrete and asphalt tools, hydraulic tools, traffic control equipment, calculator, telephone, mobile radio, MSDS information, OSHA regulations, and other equipment as required.

Youth employees will not operate heavy machinery, vehicles, power-driven hoisting equipment, chain saws, jackhammers, or hazardous tools.

EMPLOYMENT STANDARDS

- Required Knowledge, Skills, and Abilities
- Ability to follow verbal and demonstrated instructions
- Ability to perform basic math, counting, and simple recordkeeping
- Ability to communicate effectively with supervisors and co-workers
- Ability to work safely and cooperatively as part of a team
- Willingness to learn proper safety practices
- Dependability and punctuality

Education, Training, and Experience

Required Education:

- Must be at least 16 years of age
- Currently enrolled in high school or equivalent

Experience:

- No prior experience required
- Training provided on the job

ADDITIONAL INFORMATION

The City of Dallas Center retains the authority to change the job duties included in this job description at any time. The list of duties is not exhaustive and various requirements are subject to possible modification as a reasonable accommodation for a qualified individual. Equal Opportunity Employer.

All job duties will comply with state and federal youth labor regulations.

Review of applications will begin March 2 with anticipation of first hires by March 10 and start dates of April 1. The position will remain open until all four slots are filled.