

CITY OF JOSEPH

JOB TITLE: Seasonal Part-Time Employee for 2022

REPORTS TO: Public works lead person

This is a temporary seasonal position for 2022. The employee works eighteen (18) hours per week which includes six (6) hours per day on Monday, Wednesday and Friday. The employee may be asked to adjust this schedule from time to time, depending upon the needs of the City.

PRINCIPAL PURPOSE OF JOB: This position is responsible for performing a variety of semi-skilled and skilled tasks in the overall maintenance of the Main Street Beautification Project, the public restrooms and city hall landscape.

REQUIRED EDUCATION/CERTIFICATION: This position requires a High School Diploma or equivalent. The employee in this position must have a valid Oregon driver=s license. The employee must have one year experience in grounds maintenance and knowledge of a drip irrigation system.

ESSENTIAL JOB FUNCTIONS:

1. Monitor and program computerized irrigation clocks; trouble shoot irrigation system to identify major problems giving a report to the public works department. Maintain drip irrigation system, repairing minor leaks including replacement of misters.
2. Prune and fertilize baskets, trees and shrubs. Inspect for insect or disease.
3. Control weeds by hand pulling and by some (non licensed chemical) spraying using all precautions. Prevent any danger of drift on private property and any danger to pets or people.
4. Maintain plant materials in bronze boxes, hand pull weeds, replant, fertilize and mulch.
5. Perform regular weed control, irrigation and maintenance of landscape at public restroom area.
6. Perform regular weed control, irrigation and maintenance of landscape at city hall.
7. Organize with staff to hang and remove baskets.
8. Work with public works employees to drain irrigation system at end of season.
9. Replace lights as needed in bronze boxes.

10. Inventory sprinkler parts, review necessary purchases with the public works department.
11. Contribute to the safety of self, coworkers and the general public.
12. Create a positive experience for the public through professional and courteous behavior and creative problem resolution. Focus on producing high quality results.
13. Disposes of leaves and plant wastes.
14. Coordinate with city staff to adopt boxes and communicate maintenance needs.
15. Maintain all planter boxes that have not been adopted.
16. Wash bronze statues at beginning of season with soap and water.
17. Other duties as assigned.

QUALIFICATIONS

Physical Capabilities

1. Physical strength and ability sufficient to perform manual labor for extended periods, in all kinds of weather.
2. Physical strength and stamina to shovel and hand rake plant material.

Other Capabilities

1. Ability to understand and follow oral and written instructions. Must be able to communicate and write clearly.
2. Must be able to effectively use a combination of experience and ability to quickly assess situations and arrive at decisions appropriate for this position.

OTHER

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements.