



**CITY OF JOSEPH**

**JOB TITLE: Seasonal Part-Time Employee**

**REPORTS TO: Public Works Lead**

This is a temporary seasonal position for the current year. This employee will work up to 30 hours per week which can include weekends. 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 Main Street, the City of Joseph and its properties.

**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.

**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.