



We value the opportunity to serve our community of Sisters through:
Commitment Exceptional Customer Service
Respect and Fairness Accountability
Teamwork Professionalism

CITY OF SISTERS

POSITION DESCRIPTION

POSITION TITLE: Public Works Seasonal Utility Assistant
DEPARTMENT: Public Works
FLSA STATUS: Non-Exempt
SALARY GROUP: Grade 12

PURPOSE OF POSITION:

Performs a variety of labor-oriented work in connection with park, street, property and building maintenance. Assists in all other aspects of the public works department. Job duration is seasonal, up to six (6) months.

ESSENTIAL JOB FUNCTIONS:

- Mowing, weeding and general maintenance of City parks and right of ways.
- General maintenance of street and right-of-way landscaping, water features, drinking fountains, campground, picnic tables, all irrigation systems and all city property.
- Cleaning and maintenance of public restrooms.
- Ability to carry out the essential functions of the position with general supervision.
- Establish and maintain positive working relationships with supervisor, employees, city council, and general public.
- Performs other duties as assigned that support the overall objective of the position.

OTHER JOB FUNCTIONS:

Assists in maintenance of other aspects of the Public Works department including but not limited to the transportation system, water distribution system, wastewater collection system and garbage & recycle.

JOB QUALIFICATIONS REQUIREMENTS:

Mandatory Requirements:

High School diploma or equivalent; General knowledge of irrigation, park maintenance, and equipment and ability to operate small tools and equipment.

Special Requirements/Licenses:

Possession of a valid Oregon drivers license.
Must have a clean driving record.

SUPERVISION RECEIVED:

Works under the direction of the Public Works Maintenance Supervisor who holds the employee accountable for achieving department goals and objectives.

SUPERVISOR RESPONSIBILITIES:

No supervision exercised in this position.

PHYSICAL DEMANDS:

Requires the ability to function outdoors engaged in work of a moderately active nature. Requires the ability to maintain cardio-pulmonary fitness to engage in moderate physical activity. Requires ambulatory ability to move to different work locations and to bend, stoop, climb, and reach to perform daily tasks. Requires arm, hand, finger dexterity to demonstrate use or operate common tools used in public works maintenance. May require the ability to lift from floor, waist, or overhead, objects up to 75 pounds on an occasional basis. Requires the ability to function with temperature variations. Requires visual acuity to observe work sites, read written materials, blueprints, plans and schematics. Requires auditory ability to carry on conversations in person and over the phone, including the ability to project voice in noisy work settings.

TOOLS AND EQUIPMENT USED:

Riding mower, push mower, tractor, weed eater, backpack blower and various hand tools associated with grass and landscape maintenance.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee occasionally works in high precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, temperature variations, and dangerous equipment.

The noise level in the field environment is usually moderate, except during certain maintenance duties when noise levels may be loud.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Paul Bertagna

Director of Public Works

Joe O'Neill

Finance Officer