

# City of Adams

## Job Description

### **Department of Public Works** ***Public Works Temporary Seasonal Employee***

This position is that of a seasonal nature providing additional needed help to the Public Works Department with a tentative start date of May 4<sup>th</sup>, 2021. This position is under direction of the Public Works Department and the Mayor.

This position is not eligible for benefits, which are given to full-time employee, other than retirement contribution should extent of hour's mandate.

This position is a 40 hour per week Monday thru Friday, with occasional after hours or weekend work if needed. With a maximum of 1200 hours per calendar year.

Also, the possibility of working on an On-Call basis throughout the winter months to assist in snow removal.

This employee will be assigned, but not limited to, Public Works duties as described below:

#### **General Statement of Duties:**

##### ***Building and Grounds Maintenance -***

Grass cutting, trimming, raking, and general grounds maintenance of Parks and City properties.

Clean facilities – fixtures, floors, check and replace supplies, check lights and locks. Check for vandalism, report and repair minor problems.

Keeping City property and park areas– free of paper, glass, brush and debris, etc. Empty garbage cans place out for pickup.

Sweep & clean, remove debris, check nets, fences & locks at Tennis and Basketball Courts.

Wipe clean, touch up paint as needed, repair as necessary to Picnic tables. Rake and clean around Horseshoe pits and Playground equipment areas, checking equipment for needed repairs.

Vehicle/equipment maintenance as scheduled – only minor adjustments and routine service is to be performed. Any other maintenance shall be reported in writing to the Street Superintendent and scheduled accordingly.

Snow removal.

#### **Safety Equipment Will be Provided and Used at all Times.**

Other duties as assigned by the Department of Public Works Street Superintendent