



Job Description

JOB TITLE: Seasonal Laborer

DEPARTMENT: Public Works

REPORTS TO: Public Works Superintendent

DEFINITION: Non-exempt position performing temporary work in support of Public works operations during peak summer season.

ESSENTIAL JOB DUTIES:

- Helps to maintain Town owned grounds, streets, facilities and equipment.
- Operate hand and power tools as well as various mowers and vehicles up to one ton.
- Water hanging baskets and planters, hand weeding, mowing, weed eating.
- Clean public restrooms and empty Town garbage cans.
- Other seasonal jobs as needed.

PERFORMANCE REQUIREMENTS:

- Work and act as a team player in all interactions with other town employees.
- Ability to work on your own and complete all tasks assigned.
- Provide a high level of customer service at all times.
- Project and maintain a positive image with those contacted in the course of work.
- Develop and maintain collaborative and respectful working relationships with team members and others.
- Consistently provide quality service.
- Regular, predictable and reliable attendance.

WORK ENVIRONMENT

Most of the work is performed outdoors in inclement weather. Some work is performed in confined areas. Heavy objects are lifted on a daily basis.

MINIMUM QUALIFICATIONS:

- Must be at least 18 years old.
- Must have a valid Washing State Driver License.
- Must be able to follow instructions and safety procedures.
- Must pass a WA State Patrol Criminal Background check prior to hire.



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ESSENTIAL PHYSICAL ABILITIES:

FREQUENCY GUIDELINES

SELDOM (1-10% of the time)	OCCASIONAL (11-33% of the time)	FREQUENT (34-66% of the time)	CONSTANT (67-100% of the time)	NEVER (not at all)
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***Note:** The demands described within this job description are meant to represent the potential level of demand that would be encountered over an extended period of employment. The employee may not meet the described level on a daily basis, but would need to be capable of doing so in order to maintain full-duty employment over time.*

Sitting: The employee is required FREQUENTLY to sit while driving a vehicle or machinery and when completing paperwork/reports.

Standing: The employee is required FREQUENTLY to stand intermittently with either sitting or walking during a shift. Standing occurs on a variety of natural and artificial surfaces, including even and uneven ground. OCCASIONALLY the employee will be required to stand for long periods of time, such as when conducting traffic control.

Walking: The employee is required FREQUENTLY to walk intermittently with either sitting or standing during a shift. Walking occurs over a variety of natural and artificial surfaces, including even and uneven ground, and generally involves distances up to 200 feet without interruption, but may involve distances of up to ½ mile. OCCASIONALLY the employee will be required to walk at a high rate of speed or run when responding to an emergency situation. Though this may not occur regularly, the employee must be capable of completing this level of exertion.

Lifting/Carrying: The employee is required FREQUENTLY to lift/carry from 0-50 pounds, including but not limited to power or hand tools, and special equipment over distances of up to 100 feet or more, The employee is required to CONSTANTLY wear a utility safety vest, jacket or rain gear during a shift. The employee will also be required to exert force to lift or move items weighing significantly more than 100 pounds while working in a team in emergency situations. Though this may not occur regularly, the employee must be capable of completing this level of exertion. Use of both arms is required with all lifting/carrying activities.

Pushing/Pulling: The employee is required FREQUENTLY to use 0-10 pounds of force to push/pull objects. OCCASIONALLY the employee will be required to push/pull with over 100 pounds of force. Though this may not occur regularly, the employee must be capable of completing this level of exertion. The employee must be able to push/pull with both arms.



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Climbing: The employee is required OCCASIONALLY climb stairs, fences, retaining walls, and other obstacles encountered while working in the field. The employee will be required to climb ladders to reach high places on an OCCASIONAL basis. The employee must have the ability to climb stairs, ladders, fencing, retaining walls, and other obstacles.

Bending/Stooping: The employee is required CONSTANTLY to bend at waist level getting into and out of a vehicle. FREQUENTLY the employee is required to bend/stoop at waist level to obtain or access items located below thigh level, to reach for items on the ground, to look under items such as a vault lids, meter boxes or valve access covers. The employee must be able to bend/stoop if needed at any given time during a shift.

Kneel/Crawl: The employee is required OCCASIONALLY, on an irregular basis, when working in a ditch, trench or Town owned facility. The employee must be able to kneel/crawl if needed at any given time during a shift.

Laying: The employee is required on a SELDOM basis to lay prone to access valve covers and/or pipes. Accessing items under low objects, and manipulating a hand or power tool. Generally, the length of time in this position is short in duration, but can be for extended periods. Though this may not occur regularly, the employee must be able to lay prone if needed at any given time during a shift.

Twisting: The employee is required FREQUENTLY to rotate at neck level while driving. FREQUENTLY the employee will be required to rotate minimally at waist level. The employee is required FREQUENTLY to twist their wrists and forearms in conjunction with handling/grasping activities.

Handling/Grasping: The employee is required CONSTANTLY to handle/grasp items, and is commonly in conjunction with a twisting/rotating of the wrists and forearms, reaching, fine manipulation/fingering, and when pushing/pulling. Handling/grasping occurs bilaterally.

Reaching: The employee is required FREQUENTLY to reach between thigh and shoulder level. OCCASIONALLY the employee is required to reach below thigh level or above shoulder level. Reaching is performed bilaterally and commonly in conjunction with force when working in a ditch or trench or in an emergency.

Fine Manipulation/Fingering: The employee is required CONSTANTLY to use fine manipulation/fingering associated with completing paperwork and reports, and when using items including but not limited to hand or power tools, and special equipment. Fine manipulation/fingering occurs bilaterally and commonly in conjunction with handling/grasping.



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Feeling: The employee is required OCCASIONALLY to use feeling when searching for water leaks

Repetitive Motion: The employee is required FREQUENTLY to perform tasks of a repetitive nature or motion. This is most closely associated with keyboarding to complete reports and other required paperwork, shoveling, sweeping, mowing or weed eating.

Vision/Communication: The employee must be capable of communicating in the English language. Normal or corrected to normal hearing is required. Normal or corrected to normal vision is required.

Taste/Smell: The employee FREQUENTLY may smell items such as cleaning chemicals, street patch, fuels (gas & Diesel) vehicle exhaust, sewer odors, etc.

Vibration: The employee FREQUENTLY will be exposed to vibration that is typically generated by use of hand power tools or rider equipment.

Temperature Extremes: The employee OCCASIONALLY will be exposed to temperature extremes which is required of the employee to carry out duties in all weather conditions.

Environmental Factors: Duties are mostly field based and interaction with moving vehicles, equipment and people is routine. It is common that fumes, airborne particles and/or pathogens, toxic/caustic chemicals and bodily fluids are present. Duties are expected to be carried out in all weather conditions.

The statements contained herein reflect the general details as necessary to describe the principal functions of the job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak periods, or otherwise balance the workload. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The Town of Coupeville is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, sexual orientation, religion, national origin, marital status, genetic information, veteran's status, disability, or any other basis prohibited by federal, state, or local law.

Note: In accordance with the Immigration Reform and Control Act of 1986, employment of persons hired by the Town will be contingent upon presentation of acceptable documents verifying the authorization of employment in the United States.