

CITY OF CEDAR SPRINGS JOB DESCRIPTION

PUBLIC WORKS SEASONAL **DOWNTOWN DEVELOPMENT** **AUTHORITY WORKER**

Position Summary: Participates in a wide range of maintenance activities associated with streets, sidewalks, buildings and grounds, cemetery, and recreational sites. Position focuses on maintenance activities in the Downtown Development District.

Reports to: Public Works Superintendent, typically through Public Works Foreman

ESSENTIAL JOB FUNCTIONS:

An employee in this position is required to perform the following essential functions with or without reasonable accommodation. These examples are not an exhaustive list of the duties which the employee may be expected to perform.

1. Participates in streets and sidewalk maintenance activities. Patches, removes and chips brush, completes yard waste and brush pick-up and completes related tasks.
2. Participates in building and facility maintenance activities. Paints, cleans, changes lights, sets up rooms and completes related tasks.
3. Participates in grounds and parks maintenance activities. Mows, trims, chips, plants, maintains park benches, tables, playground equipment, bathrooms and other facilities, pick up trash and completes related tasks.
4. Mows, trims, plants, weed-control, maintains benches and other items, and completes related tasks.
5. Picks up trash and debris, maintains trash bins and cigarette butt containers.
6. Maintains amphitheater building and helps setup for activities in the Heart of Cedar Springs park.
7. Participates in limited fleet maintenance activities. Performs preventative maintenance on lawnmowers including greasing, oil changes, blade changes and other related tasks.
8. Operates all light duty equipment including mowers, string trimmers, back pack blowers and power tools.
9. Work with downtown businesses in maintenance of downtown area.
10. Performs other duties as assigned.

MINIMUM QUALIFICATIONS AND REQUIRED KNOWLEDGE, SKILLS, ABILITIES:

The requirements listed below are representative of the minimum qualifications, knowledge, skills, and abilities required to successfully perform the essential functions of the position.

Requirements include the following:

- High school diploma or equivalent.
- A valid State of Michigan Operator Driver's License a satisfactory driving record, and the ability to maintain one throughout employment is required, a Michigan Commercial Driver's License (CDL) with the designations appropriate for the City's fleet is preferred.
- Previous experience in lawn maintenance, landscaping and/or related field is preferred.

Physical Requirements and Work Environment:

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

An employee in this position spends the majority of their time in the field at various public works project sites, well sites and pump or lift stations. This may include sites with treacherous terrain, requiring the employee to traverse uneven ground, access confined spaces, climb up or crawl down, and may involve fumes, dust, chemicals or other hazardous materials, loud machinery and equipment and other dangers associated with construction sites or plant settings.

An employee in this position must have the strength, stamina and physical coordination needed to gain access to the sites described above and complete heavy physical labor, including heavy lifting and extreme physical exertion, and must have the vision capabilities and manual dexterity needed to operate heavy equipment. The employee is required to do all of this in every type of weather condition, including extremely adverse weather conditions, extreme heat and severe cold weather.