



POSITION DESCRIPTION

Position: Seasonal Laborer		Department: Department of Public Works	
Reports to: Varies		FLSA Status: Non-exempt	
Location: 1500 Brown Road, Auburn Hills MI	Division: Varies	Pay Grade: N/A	
Revised: February 2019	Last Reviewed: February 2019	Union: N/A	Status (FT/PT/Temp):Temp

BACKGROUND

Whether you are seeking a second job, a part-time position while you are in school, or looking for a full-time challenging position, the City of Auburn Hills offers flexible opportunities for everyone. Our seasonal workers get to enjoy a variety of assignments while working throughout the City. Best of all, you have the opportunity to make a difference in the community.

The Mission of the City of Auburn Hills is to be stewards for the community through a connected, transparent and efficient government. The Vision is Auburn Hills will be a community with the heart of a small town that operates with the excellence of a world class city. The organizational Values are Attentive Service, Diversity, Excellence, Fiscal Responsibility, Humility and Safety.

The Department of Public Works (DPW) is made up of six divisions including Municipal Properties (Facilities and Grounds), Public Utilities (Water and Sewer), and Fleet and Roads. The DPW has just over 40 full-time personnel, augmented with various part-time staff and seasonal employees. All DPW employees are expected to approach each day with a focus on the City's Mission, Vision and Values.

GENERAL PURPOSE

Under the supervision and direction of a Crew Leader, performs a variety of unskilled and semi-skilled work related to maintenance. Work requires physical strength and effort in the relatively routine maintenance activities. In addition, operates a variety of hand and power equipment to perform duties.

SUPERVISION RECEIVED

Works under the general supervision of a Department of Public Works Crew Leader.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
- Repair streets and sidewalks with asphalt, cold patching material, and concrete using hand tools, pneumatic hammers, tampers, motorized vibrators, and compactors.
- Pick up trash along roads and other City property.
- Help with construction, repair and removal of signs.
- Cut grass, trim weeds and brush on City property and road rights-of-way.
- Dig flowerbeds and plant flowers, bushes, and trees.
- Construct items such a picnic tables, benches and shelters.

- Clean buildings, wash windows, empty trash cans, using hand tools, equipment and cleaning supplies.
- Paint buildings and equipment.
- May drive pick-up truck or tractor if approved by supervisor.
- Perform required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, manhole and catch basin cleaning, main and pipe repair, laying and backfilling.
- Cut, fit, lay, repair, tap, clean and flush storm drainage mains, gates, and fittings on repair of services and installation of services, fire hydrants, and related infrastructure.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

- High school diploma or general education degree (GED).
- Must have valid driver's license and meet City driving history requirements.

Necessary Knowledge, Skills and Abilities:

- Safety: Looking for safety conscious individuals that have a desire and focus to perform the work safely, properly, and with attention to detail.
- Team Player: Being a strong team player is essential to ensuring success in this job category. In working together you will be able to achieve common goals and positive outcomes.
- Passion for the City of Auburn Hills: Contribute to making the City a great place to live and see the direct impact your effort at work makes on the community.
- Ambition: These jobs include an element of fun, but also require a motivated hardworking attitude to succeed day-in and day-out.
- Customer Service Driven: Most jobs in this category work with the public, serving their needs in a positive way. A commitment to offering exceptional service in these roles is a primary responsibility.

SPECIAL REQUIREMENTS

Cellphone use must not interfere with an employee's work.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including pick-up truck, lawn mowers, tamper, plate compactor, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, and telephone.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee frequently is required to walk and reach with hands and arms. The employee is occasionally required to stand and talk or hear. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts, extreme cold, and extreme heat. The noise level in the work environment is usually very loud.

ATTENDANCE

Regular working hours are from 7:00 a.m. to 3:30 p.m. Monday through Friday.

COMPENSATION

Season 1	Season 2	Season 3	Season 4	Season 5
11.00/hr	11.50/hr	12.00/hr	12.50/hr	13.00/hr

Compensation is negotiable when candidate has previous experience, training, certificates or licenses directly applicable to the job description

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and background check; conditional offer of employment; post offer medical examination; drug screening; additional job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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

Approval: _____
DPW Director

Approval: _____
City Manager