

HEWITT TEXAS

Job Title: Summer Helper

Department: Public Works

Location: Community Services

Reports to: Parks & Streets Superintendent

Date: 3/1/2018

Grade: 9	Type of Position: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input checked="" type="checkbox"/> Seasonal <input type="checkbox"/> Intern	Classification: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Safety Sensitive: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Job Summary: Under the general supervision of the Parks & Streets Superintendent, assists in the care and maintenance of City grounds, and assist in other Field Assistant duties as needed.

Essential Functions: Assist in the upkeep and maintenance of the City's parks and streets by mowing, weed eating, patching streets, picking up trash, trimming trees, loading limbs, cleaning parks, and other duties as needed.

Communicate effectively and courteously with others. Perform all duties in conformance to appropriate safety and security standards. Use good judgment to work safely and when using and operating equipment. Perform other related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies: Basic knowledge of grounds maintenance. Ability to comprehend, communicate, and execute verbal and written instructions. Ability to understand and adhere to proper safety precautions. Ability to properly care for equipment. Ability to establish effective working relationships with other employees, supervisors, and the public.

Required Education, Experience, and Qualifications: Must be at least 16 years of age and possess a valid Texas driver's license.

Preferred Education, Experience, and Qualifications: N/A

Physical Requirements: Overall Strength Demands: The following describes the overall strength demand of the functions performed by the incumbent during a typical workday.

Sedentary <input type="checkbox"/>	Light <input type="checkbox"/>	Medium <input type="checkbox"/>	Heavy <input checked="" type="checkbox"/>	Very Heavy <input type="checkbox"/>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10 to 20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Physical Demand Codes: The following describe if the incumbent is expected to exert the following physical demands during a typical workday and the overall frequency.

Frequent climbing, balancing, reaching, sitting, standing, walking, stooping, kneeling, crawling, crouching, talking, seeing, hearing, smelling, and manual dexterity. Occasional lifting and carrying of over 100 pounds.

Machines, Tools, and Equipment: Common hand and power tools, mowers, weed eaters, blowers, service vehicle, mobile radio, and telephone.

Expected Hours of Work: Days and hours of work are Monday through Friday, 7:00 a.m. to 4:00 p.m.

Work Conditions/Environmental Factors: Work is typically performed in an outdoor environment, with potential exposure to adverse weather conditions. Work is occasionally performed in close quarters, high and precarious places, and near moving mechanical parts. Potential exposure to risk of electrical shock, vibration, fumes, and airborne particles.

This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice

Employee Print Name: _____ Date: _____

Employee Signature: _____