

RESOLUTION NO. 585-2015

A RESOLUTION UPDATING THE JOB DESCRIPTION OF TEMPORARY SUMMER HELPER, AND REPEALING RESOLUTION NO. 285-2000.

Findings

- A. The City Council of the City of Hubbard find there is a need to update the job description for the "Temporary Summer Helper."

Based on these findings, the City of Hubbard ordains as follows:

1. The City of Hubbard hereby adopts the Temporary Summer Helper job description as set forth in the attached document marked "Exhibit A" attached hereto and by this reference incorporated herein and entitled "*Temporary Summer Helper.*"
2. Resolution No. 285-2000 is hereby repealed.

INTRODUCED AND ADOPTED this 13th day of January 2015.

CITY OF HUBBARD, OREGON

BY: 
MAYOR

ATTEST:
BY: 
DIRECTOR OF ADMINISTRATION/RECORDER

APPROVED AS TO FORM:

BY: 
CITY ATTORNEY

TEMPORARY SUMMER HELPER

General Statement of Duties

Perform a variety of semi-skilled and unskilled tasks generally associated with Public Works. Operate a variety of automotive and power equipment including light to moderate equipment in the operation and maintenance of park and street systems. Occasionally assist with water and sewer systems.

Distinguishing Features

Work is performed under the supervision and direction of the Public Works Superintendent or a designated alternate.

The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with supervisors, co-workers, City staff, volunteers, other City departments, and the general public.

The principal duties of this class are performed in the field with exposure to outside weather conditions including wet and/or humid conditions, extreme cold, and extreme heat. Frequently work near moving mechanical parts and is exposed to noise, vibration, fumes, airborne particles, hazardous chemicals, and occasional risk of electric shock. The noise level is usually mild to moderate but is occasionally extreme. Occasional work in an indoor laboratory environment and office work is required.

This position operates under state and federal laws, the city charter, ordinances, and the direction and rulings of the City Council.

This is a non-exempt position.

Essential Duties

- Maintain various public facilities and grounds, including park structures and grounds.
- Perform maintenance of Public Works equipment.
- Perform seasonal upkeep, repair and maintenance of the Splash Fountain as scheduled.
- Repair, maintain and install street signs.
- Perform general street repair and maintenance including but not limited to patching and striping.

EXHIBIT "A"

- Perform occasional work related to the construction, operation, maintenance and repair of the City's water and wastewater systems.
- Serve as active participant in the City's Safety Committee and follow all safety rules and procedures for work areas.
- Perform other generally acknowledged Public Works duties as requested.

Required Knowledge, Skills, and Training

- Working knowledge regarding the operation and maintenance of various types of equipment including, but not limited to, tractors, mowers, dump truck, power equipment including but not limited to mowers and weed eaters, and common hand tools.
- Working knowledge of park grounds and equipment maintenance.
- Working knowledge of street maintenance and repair.
- Working knowledge of principles/practices of customer service.
- Working knowledge of City and department operations, policies, and procedures.
- Ability to handle confidential information with appropriate discretion.
- Ability to exercise sound independent judgment.
- Ability to communicate effectively with others, both orally and in writing.
- Ability to understand and follow oral and/or written policies, procedures, and instructions.
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Ability and willingness to learn quickly and use new skills and knowledge due to rapidly changing information and/or technology.

Required Education and Experience

Minimum Qualifications:

- High School Diploma or GED

Preferred Qualifications:

- CPR/1st Aid Certification

EXHIBIT "A"

Required Special Qualifications

- Possession of a valid Oregon driver license, and acceptable driving record.

Essential Physical Abilities

- Ability to operate equipment including, but not limited to tractors, mowers and dump truck.
- Ability to operate power equipment and common hand tools.
- Ability to lift up to and including 50 lbs.
- Sufficient clarity of speech and hearing or other communication capabilities which enables the employee to communicate effectively.
- Sufficient vision or other powers of observation which enables the employee to operate and maintain a wide variety of equipment.
- Sufficient manual dexterity which enables the employee to operate small to large pieces of equipment, personal computer, telephone, and related equipment.
- Sufficient personal mobility and physical reflexes which enable the employee to function within a typical public works' environment.