

CITY OF WATERTOWN POSITION DESCRIPTION

This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principle duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

May 23, 2008

Title: Summer Help **Department:** Wastewater Treatment Plant

FLSA Status: Nonexempt

General Summary:

Performs cleaning and maintenance of buildings, maintenance of grounds, and traffic control for collection system crew

Reporting Relationships:

Work is performed under general supervision of the Assistant Superintendent, Wastewater Treatment Plant.

Specific Accountabilities:

1. Performs all aspects of cleaning duties in the plant buildings to include sweeping and mopping, disposal of rubbish, floor care, etc.
2. Mow and maintain lawn.
3. Prepare and paint surfaces as needed.
4. May assist collection crew.
5. And any thing deemed necessary by the supervisor.

Required Knowledge, Skills and Abilities:

- Knowledge of Lawn mowing and lawn maintenance
- Knowledge of building cleaning.
- Knowledge of building cleaning and maintenance cleaning supplies and equipment.
- Ability to perform light to heavy physical tasks under varying weather conditions.
- Ability to lift and carry up to 50 pounds.
- Ability to understand and carry out instructions with a minimum of supervision.
- Ability to establish and maintain effective working relationships with supervisors, coworkers and the general public.

Licenses: Obtain and maintain a Drivers License