

**City of Isanti**  
**POSITION DESCRIPTION**

**SEASONAL MAINTENANCE WORKER**

**DEPARTMENT:** Public Services  
**FLSA CLASSIFICATION:** Non-Exempt  
**REPORTS TO:** Public Services Director /Foreman  
**SUPERVISES:** None

**DEFINITION:**

Performs routine maintenance work with city parks, grounds and buildings. Including mowing and oversees composting site as directed.

*To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and abilities required. The Essential functions listed below are intended as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related or a logical assignment to the position.*

**ESSENTIAL FUNCTIONS OF THE JOB:**

- Operates small engine equipment and commercial mowers in the maintenance of city parks.
- Keep city parks, other landscaped areas along city buildings, and other open green space free of debris and garbage.
- Planting, pruning, weeding and maintenance of annual and perennial plantings within the city park system.
- Assist with landscape functions including planting of trees, disposal and trimming of limbs.
- Maintain city buildings, including light equipment maintenance and repair.
- Assist painting streets, city parking lots and other light street duties as assigned.
- Assist in helping with City events.
- Operates small engine and necessary tools to maintain the community garden grounds.
- Performs necessary duties to staff the city compost site.
- Assist with inspecting and cleaning playground equipment.
- Weed trimming and mowing.
- Trash and litter removal in parks and other City properties.
- Painting of park structures: benches, signs, etc.
- Follows all safety rules and procedures as outlined in the employee personnel policy, safety manual and other applicable rules and regulations.
- Ability to provide respectful, professional customer service to Council members, the public and coworkers.
- Ability to produce quality work, prioritize projects and take direction from the Supervisor.
- Performs other duties as assigned or apparent.

**EQUIPMENT USED:**

This position uses a variety of equipment and may include, but is not limited to, weed whips, lawn mowers, phones,

**REQUIRED KNOWLEDGE AND ABILITIES:**

- Excellent communication skills, both written and verbal.
- Ability to communicate effectively in English, both in oral and written formats.
- Knowledge of the safe use of department equipment.
- Knowledge of tools, methods, operations, and materials used in a park and public works setting.
- Considerable skill in operation of small engine equipment and commercial mowers and other related equipment.
- Ability to perform essential functions during required hours of work.
- Ability to read and comprehend manuals.
- Ability to understand and follow both written and oral instructions.
- Ability to produce quantity and quality work.

- Ability to utilize work-time productively.
- Must have the ability to work independently with limited supervision.
- Must be able to work variable shifts.
- Must be a team player and have a positive, respectful attitude.

**MINIMUM QUALIFICATIONS:**

- 16 years of age or older at the time of hire.
- Experience with operating small engine equipment and zero turn lawn mowers.
- Ability to pull weeds and perform general cleaning duties and light maintenance work.
- Work outdoors.

**CONDITIONS OF EMPLOYMENT:**

- Must represent the City in a respectful, professional manner with positive interactions with the public.
- Must possess a valid Minnesota Driver’s License Class D.
- Must satisfactorily pass a criminal background examination.
- Must comply with organizational and departmental policies.

**WORK SCHEDULE:**

The typical work schedule for this position is part-time temporary flexible Monday-Friday and weekends. Hours are subject to current need and availability.

**WORK ENVIRONMENT/PHYSICAL DEMANDS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

This position requires the employee to work alone, with others, around others and have contact with the public. This position will work outside of an office.

Activities that will **occur continuously**, 5-8 hours: sitting, verbal communication, hearing, repetitive motions.  
 Activities that will **occur frequently**, 2-5 hours: problem solving, interpersonal skills, standing.  
 Activities that **occur occasionally**, up to 2 hours: walking, lifting, carrying, reaching, hand/eye/foot coordination.  
 Activities that **occur infrequently**, less than 1 hour: bending, stooping, kneeling, reaching at above, and below shoulder level with the right, left, and both shoulders, and lifting and carrying up to 24 pounds.

This position will require the ability to drive an automobile and operate equipment.

*This 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.*

*The City of Isanti is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.*

**ACKNOWLEDGEMENT:**

I have read this job description and fully understand the requirements set forth herein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand this job description does not constitute an employment contract with the City of Isanti.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date