

## **CITY OF GRAND LEDGE**

### **Job Description**

## **Seasonal Laborer**

### **Part-Time Opportunities**

**Supervised By:** Public Services Director or Supervisors  
**Supervises:** No supervisory responsibility

#### **General Summary:**

This is a seasonal position with the City of Grand Ledge, under the supervision of the assigned supervisor, covering a period of no more than 120 days beginning the date of hire. During the period of seasonal employment, a normal work schedule would consist of approximately 40 hours per week with typical hours of 7:00am – 3:30pm, although the number of hours and total days worked may fluctuate based on operational needs. The employee may be asked to work evenings and/or weekends as City needs dictate. Work schedules are posted in advance and are subject to change depending on operational needs.

This position performs daily maintenance of City grounds and buildings, including painting and cleaning, as necessary. Operates and maintains vehicles and equipment. Assists other Public Services Divisions as directed.

#### **Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Performs daily maintenance of City property. Plants, rakes, mows, trims grass, shrubs, and trees, and grades driveways.
2. Assists with burial services and traffic control. Closes graves and assists with setting up and pouring monument foundations. Assists with the disinterment of bodies according to State Code.
3. Operates and maintains small-motorized equipment and hand tools. Changes oil, replaces blades and performs other routine maintenance.
4. May be assigned to other departments to perform duties that utilize the individual employee's skills and abilities. In this situation, the employee may perform duties specified in any Public Service Department job description.
5. Performs related work as required.

**Required Knowledge, Skills, Abilities, and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Education requirements include a high school diploma or equivalent.
- A valid state of Michigan Driver's license is required.
- Skill in the use of grounds maintenance equipment and basic tools.
- Skill in performing basic building maintenance and repair tasks.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate with others in person and on the phone, lift, and/or move objects of moderate to heavy weight, operate hand and power tools and equipment and perform work at varying heights and in all light conditions. The employee is required to work at various locations throughout the City and regularly access elevated and uneven terrain.

While performing the duties of this job, the employee regularly works near moving mechanical parts and/or heavy equipment. The employee is frequently exposed to fumes or airborne particles, dust or pollen, toxic or caustic chemicals, outside weather conditions, and vibration. The employee is occasionally exposed to high, precarious places and risk of electrical shock. The noise level in the work environment is usually moderate, and can be loud.

**APPLICATION INSTRUCTIONS:**

Interested applicants should submit a completed application to Ameer King, Assistant City Administrator, 310 Greenwood St., Grand Ledge, MI 48837, or [Aking@cityofgrandledge.com](mailto:Aking@cityofgrandledge.com).