



## **Job Announcement – City of Middleton Public Works Public Works Crew Member – Limited Duration**

Application Deadline: The City anticipates 2 seasonal positions in Fiscal Year 2024. One position will be from April through September. The Second position will be from May through October. The city will perform a first review of applications March 6, 2023.

Salary Range: \$15.00/hr Non-Exempt

Benefits: This position is not eligible for City benefits.

### **JOB DESCRIPTION**

This position is seasonal member of the City of Middleton's field operations crew responsible for performing all aspects of operation, maintenance, and repair of the City's assets and infrastructure. The City's infrastructure includes a domestic water distribution utility, a sanitary sewer collection utility, a municipal separated storm sewer system (MS4), five parks, sidewalks, pathways, trails, a roadway transportation system. The City's operations crew also maintain City buildings and vehicles.

Specific assignments for this position will primarily involve landscape maintenance, mowing, watering, and weed spraying at City parks and along City roads.

### **MINIMUM QUALIFICATIONS**

Graduation from, or demonstrated progress towards, a high school diploma or equivalent.

Possession of valid Idaho State Driver's License.

#### Other Desirable Qualifications

- Work experience in a customer facing role.
- Experience operating equipment such as a riding lawnmower.

#### Physical Requirements

Positions in this class require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, driving, pushing, pulling, lifting, grasping, talking, hearing, seeing, and repetitive motions. Operators often lift and move objects up to 75 lbs.

Capability to routinely operate hand tools, mowers, trimmers, blowers, chainsaws and other similar equipment for extended periods of time.

Requirements outlined in this position description may be subject to modifications to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by a supervisor. While requirements may be representative of minimum levels of knowledge, skills, and abilities to perform this job successfully, the employee will possess the abilities or aptitudes to perform each duty with advanced proficiency.

- Operate a motor vehicle including towing a trailer.
- Pesticide and herbicide application.
- Water meter reading and installation.
- Operation and maintenance of irrigation equipment.
- Mowing, tree trimming, and vegetation maintenance.
- Clean public bathrooms.
- Painting
- Parade Route Attendant



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### Relationship Expectations

Keeps immediate supervisor and designated others accurately informed concerning work progress, present or potential work problems, and suggestions for new or improved ways of addressing such problems.

Communicates information and states concerns in a clear and professional manner. Respects the opinion of others and demonstrate a reasonable relationship with employees, supervisors, and others.

Is punctual and timely in meeting requirements of performance, including attendance standards and work deadlines.

### Customer Service

Employee shall be expected to occasionally convey information related to the above job duties to the general public, elected officials, or other employees. All interactions are expected to be conducted in a responsive and accountable manner by providing information in a timely and accurate manner.

### Records Management

Employee shall be capable of documenting work completed.

Employee shall keep records and workspaces in an organized manner suitable to the Public Works Director.

## **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

### Knowledge of:

Safety protocols for working around electrical or other utilities.

### Ability to:

- Implement safety protocols such as call before you dig, confined space entry, and utilization of lock out tag out procedures.
- Operate and maintain city equipment.
- Communicate effectively with others, both orally and in writing, using both technical and non-technical language.
- Utilize basic desktop computing and mobile phone applications.
- Understand and execute moderately complex oral and written instructions.

## **SUPPLEMENTAL INFORMATION**

The 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.

### Work Environment

Work will be performed primarily outdoors throughout all seasons of the year. Work areas include areas that often exhibit foul or objectionable odors. Work will occur in areas with moving mechanical parts, electrical currents, fumes, odors, dusts, gases, poor ventilation, body fluids, chemicals, inadequate lighting, workspace restrictions, and intense noises. The crew member is expected to work safely with hazardous materials and in potentially hazardous environments.

### Hours

This is a full-time, Fair Labor Standards Act overtime non-exempt position. The duration of employment will be limited to less than 5 months from the date of hire.

The crew member will be scheduled for a 40hr work shift each week. Work is primarily 8 am to 5 pm with a 1-hour lunch break. During the summer months, the shift may start at 6am or 7am to reduce heat exposure.

Occasional evening or alternate shifts outside of the regular work schedule may be necessary. Crew members may be assigned to assist with City's 4<sup>th</sup> of July parade.

Attendance at City Council meetings or other off-duty events is not anticipated.



**SUPERVISION RECEIVED**

This position works under the general supervision of the Public Works Director or his/her designee.

**SUPERVISION EXERCISED**

This is a non-supervisory position. However, the employee may oversee the work of other employees in completing a specific task as required.

**HIRING PROCESS:**

Please submit a cover letter, resume, and city employment application (available online at [www.middleton.id.gov](http://www.middleton.id.gov)) to:

City of Middleton,  
P.O. Box 487,  
Middleton, Idaho 83644

or

[citmid@middletoncity.com](mailto:citmid@middletoncity.com)

The city will conduct interviews with selected qualified candidates.

Contact information for three professional references will be required of candidates prior to the City making an offer of employment.

Hiring decisions will be based on application materials, rating of education and experience, oral interview, reference check, examples of relevant work products, and/or job-related tests.