

POSITION DESCRIPTION

POSITION TITLE: Seasonal – Horticulture Assistant
DEPARTMENT: Public Works
ACCOUNTABLE TO: Public Works Superintendent
STATUS: Temporary - Seasonal

PRIMARY OBJECTIVE OF THE POSITION:

To assist with the daily work load of the Public Works Department – Horticulturist during the seasonal peak of operational demand.

MAJOR AREAS OF RESPONSIBILITY:

1. Performs a variety of duties in the park flower/landscaping maintenance.
2. Responsible for personal job site safety and safety of co-workers.
3. Performs manual labor and duties as apparent or assigned.

EXAMPLES OF PERFORMANCE CRITERIA:

1. Utilizes assigned equipment effectively and efficiently to complete assigned tasks.
2. Demonstrates thorough knowledge of safe working procedures.
3. Follows written and oral instructions of Division Lead person and full-time staff.
4. Working habits and interpersonal skills enhance a positive and efficient work environment and create a favorable image for the City.
5. Schedules activities and anticipates workloads so as to avoid work flow conflicts.
6. Demonstrates ability to establish and maintain effective working relations with other employees and City officials.

SCHEDULES AND OTHER CONDITIONS

Standard forty (40) hour work week.

REQUIRED QUALIFICATIONS

1. High School Diploma or GED.
2. Ability to operate a motor vehicle. Valid Minnesota driver's license required.

DESIRED QUALIFICATIONS

1. Experience in maintenance of public works systems and/or experience in operation of light and heavy vehicles.
2. Fluent in a second language.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed both in a shop, motor vehicles and outdoors.

While performing the duties of this job, the employee is occasionally required to drive a motor vehicle, stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.

The employee must occasionally lift and/or move up to fifty (50) pounds.

The City of White Bear Lake is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act. It will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

City Manager Approval:

L. B. C. 1/3/23
City Manager Date

Employee Acknowledgment:

This position 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.

Employee Date