

**City of West Branch**  
**Public Works Part-time/Seasonal Laborer**

Department: Public Works  
Immediate Supervisor: Public Works Director  
Hours: Part-time seasonal, hourly, 30 hours per week  
Position status: Non-exempt

**Essential Job Functions:**

This position will report directly to the Public Works Director for daily assignments.

- 1) Uses a variety of hand tools safely and effectively which include weed trimmers, grinders, wrenches, push mowers, riding lawn tractors and zero turn mowers.
- 2) Operate City-owned vehicles.
- 3) Other duties as assigned by the immediate supervisor.

**Minimum Qualifications**

Must possess a High School Diploma or G.E.D. equivalent.  
Valid Iowa driver's license with good driving record.

**Knowledge of:**

Basic use and maintenance of tools and power equipment used in grounds maintenance and facilities maintenance.

Basic safety practices and procedures.

Proper lifting techniques.

**Ability to:**

Communicate effectively with the public and co-workers.

Understand and follow oral and written work orders; ability to work independently after instructions have been given.

**Physical and Environmental Conditions**

Perform strenuous physical labor in sometimes adverse weather conditions. Sit for long periods of time.

Lift objects up to 50 pounds occasionally.

Ability to perform a variety of physical labor that would include lifting, bending, kneeling, standing and walking for long periods.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. 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.