

City of Ironwood
Accepting Applications
For Temporary Seasonal Employment

The City of Ironwood Public Works Department is accepting applications for temporary, seasonal employment. Applications will be reviewed as they are received and accepted until all positions are filled, so please apply ASAP. We have multiple positions available with employment to start as early as April 1, 2024, and end no later than October 31, 2024. The City will work with applicants selected for these positions on an agreeable start and end date. This is a temporary, seasonal position of 40 hours/week. The typical workweek is 8 hours/day Monday through Friday. However, employees may be required to work weekends if necessary. Employees will be paid \$15.00 per hour with no fringe benefits. Work schedule will be set by the Department of Public Works Supervisor.

Applications can be obtained at the City Clerk's Office or from the City website at <https://ironwoodmi.gov/government/departments/>. Completed applications shall be submitted to the City Clerk's Office, 213 S. Marquette Street, Ironwood, MI 49938, or via email to clerk@ironwoodmi.gov.

Employees working in this position will be expected to perform routine maintenance of City property, including grounds and facilities. Duties include, but are not limited to, raking, tree trimming, brush and debris removal, grass cutting and trimming, top soiling, street patching, and general maintenance activities.

Qualifications: Must have a valid driver's license, be a self-starter, work with minimal supervision, and be able to operate a lawn mower, weed trimmer, small power tools, and hand equipment.

Equal Opportunity Employer

CITY OF IRONWOOD

DEPARTMENT OF PUBLIC WORKS TEMPORARY WORKER (Seasonal)

General Summary

Performs public works construction and maintenance work involving the safe and efficient operation of City vehicles and maintenance equipment.

Supervision Received

Employee is supervised by the Department of Public Works Supervisor, Department of Public Works Leadperson and/or City Manager, who is consulted on work situations.

Essential Duties and Responsibilities

An employee in this position may be called upon to do any or all the following: (**Does Not** include **all** tasks employee may be expected to perform).

1. Perform routine maintenance of City property, including grounds and facilities.
2. Duties include, but are not limited to, raking, tree trimming, brush and debris removal, grass cutting and trimming, top soiling, street patching, and general maintenance activities.
3. Operate with care, a lawn mower, a weed trimmer, small power tools and hand equipment.
4. Operate with care, a City pick-up truck.
5. Perform a variety of manual labor tasks as assigned and where needed.
6. Perform related work as required.

Minimum Qualifications

1. Must be 16 years of age or older.
2. Must have a valid driver's license.
3. Be a self-starter.
4. Work with minimal supervision.
5. Ability to communicate effectively and respectfully with colleagues and the Public.

Necessary Knowledge, Skills, and Abilities:

1. Knowledge of local traffic laws, ordinances and practices involving the operation of automotive equipment required for public works activities.
2. Ability to operate a lawn mower, a weed trimmer, small power tools and hand equipment skillfully and safely, and in accordance with standard practices and procedures.
3. Ability to understand and follow oral and written instructions.
4. Ability to follow a project through to completion, including clean up.
5. Knowledge of local City streets and primary locations in the City.
6. Ability to work with minimal supervision.
7. Ability to work with other employees.

Tools and Equipment Used

Motorized passenger vehicles (e.g., pick-up truck) and equipment, including lawn mower, weed trimmer, common hand and small power tools, shovels, rakes, wrenches. Skill in use of mobile radio, phone, laptop and personal computer, copy and fax machine.

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.

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

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds (sometimes heavier). Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this 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 works mainly in outside weather conditions. The employee occasionally works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

Personal Protective Equipment will be provided as necessary by the City of Ironwood.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.