



# City of Williamston

161 W. Grand River  
Williamston, MI 48895  
Phone (517) 655-2221  
Fax (517) 996-6299

## **CITY OF WILLIAMSTON LABORER JOB DESCRIPTION**

**CLOSING DATE: April 28, 2017 at 5:00 p.m. (Or until the position is filled)**

**Position:** Laborer (Temporary, Seasonal, Schedule to Work May thru October)

**Hours:** 40 per week

**Salary:** \$10.00 per hour

**Benefits:** Worker's Compensation Insurance and Social Security

### **Essential Job Functions:**

This position will report to the Department of Public Works Crew Leader and the Director of Public Works/City Engineer. Provide labor support to the City of Williamston Public Works.

### **Basic Duties include assisting with following, but are not limited to:**

- Light City Parks maintenance; collect trash, clean bathrooms, painting
- Tree and ground maintenance at City Parks and City Buildings including the following: planting, mowing, landscaping, trimming, leaf and debris removal, watering, fertilizing, and digging
- Maintain grounds equipment (mowers, blade sharpening, and etc.)
- Assist with chipping brush and leaf pick up
- Painting, cleaning, and maintenance of City property
- Street, sidewalk and curb construction
- Provide manual labor for City construction projects
- Assistance with City utility database and GIS activities (qualified applicants)

### **Desired Minimum Qualifications:**

High School diploma; experience operating small equipment and hand tools; Valid Michigan driver's license; strong mechanical aptitude as demonstrated by prior employment or other accomplishment.

### **Necessary Knowledge, Skills & Abilities:**

Ability to understand and follow oral and written instructions; strong mechanical aptitude; Ability to carry out assignments without direct supervision. Ability to safely operate light duty equipment associated with grounds and facility maintenance. Ability to project a positive public image of the City of Williamston.

### **Selection Guidelines:**

Selection and hiring are based on strength of education, experience, and oral interview. A pre-employment physical, including a drug screening and background check are required.

**Physical and Environmental Characteristics:**

- Required Physical Activities: Climbing, Balancing, Stooping, Kneeling, Crouching, Crawling, Reaching, Standing, Walking, Pushing, Pulling, Lifting, Grasping, Fingering, Talking, Hearing, Repetitive Motions.
- Physical Characteristics: Moderate to heavy work, requiring exertion of up to 100 pounds of force occasionally and exertion of up to 50 pounds of force frequently.
- Environmental Conditions: The work is performed both inside and outside, which includes seasonal exposure to cold and heat. The worker is also exposed to potential darkness or poor lighting, dirt/dust, fumes/odors, moving machinery, noise, vibration, visual strain, wetness/humidity, working on uneven ground, mechanical hazards, chemical hazards, electrical hazards, fire hazards, traffic hazards, and bodily injury; for which the employee should be capable of taking standard safety precautions. Also, the work may expose the employee to unpleasant social situations, and require the employee to work irregular hours.

**Temporary Employees:**

Are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Temporary employees may also be used during unusual peak work periods when additional staff is necessary for a short period of time, or on a seasonal basis. The employment of temporary employees is subject to the prior approval of the City Council. Temporary employees may be terminated at will, with or without cause at any time, with or without notice. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security,) they are ineligible for all of the City of Williamston's other benefit programs. *(adapted from City of Williamston Employee Manual, Policy 2.3)*

**To Apply:**

Submit resumes to: City of Williamston  
ATTN: Scott Holland  
161 W Grand River  
Williamston, MI 48895

Fax: (517) 996-9699

Email: [sholland@williamston-mi.us](mailto:sholland@williamston-mi.us)

**For More Information:**

Contact Scott Holland  
(517) 655-2221 ext 301 from 9:00 to 2:30 p.m.  
[sholland@williamston-mi.us](mailto:sholland@williamston-mi.us)