



CITY OF NORTH POLE

**125 Snowman Lane
North Pole, AK 99705
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Website: www.northpolealaska.com

JOB DESCRIPTION

TITLE: Public Works Summer Hire

REPORTS TO: Public Works Supervisor

WORK HOURS: 7:30 a.m. to 4:00 p.m.

WORK DAYS: Monday through Friday

FLSA STATUS: Nonexempt

LENGTH OF EMPLOYMENT: May – September

JOB LOCATION

The essential functions of this position require the Public Works Summer Hire is work in various locations throughout the City of North Pole, both indoors and outdoors. Position may involve work outside of the City limits but only for specified contract or shared services agreements.

WORKING CONDITIONS

Must have the physical fitness, strength, agility, and stamina to work in severe (hot or cold) environments for extended periods in a safe manner.

- Must be able to lift 25 pounds above shoulder level regularly
- Must be able to lift 50 pounds waist-high regularly
- Must be able to lift up to 100 pounds waist-high occasionally.
- Some functions require work on ladders, roofs or from a bucket truck
- Must not have disabilities that would cause a safety risk to themselves or others in the performance of duties.

Special Consideration: Certain work functions may require the use of a respirator. Such work requires sufficient pulmonary and respiratory health to use a respirator and may preclude full beards or other obstructions preventing a positive facial fit for half-face or full-face respirators.

- Successful passage of a respirator fit test is a condition of employment.

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JOB OBJECTIVES

Summer Hire performs a variety of tasks such as cleaning, painting, grass cutting, and basic carpentry skills. Must be able to safely operate powered equipment; mowers, trimmers, etc. Must be able to work independently with little instruction. A valid driver's license is required for this position.

ESSENTIAL JOB FUNCTIONS

Summer Hire's duties include, but are not limited to those outlined below.

- Safely operate power tools as directed by Public Works Supervisor.
- Basic knowledge of carpentry skills.
- Must be able to work independently with little instruction.
- Must be able to drive a manual transmission.

ABILITY TO

- Work effectively with coworkers, supervisors, employees of other departments, and the general public.
- Effectively oral communication skills.
- Work with minimal supervision and to exercise mature judgment.

MINIMUM QUALIFICATIONS

- Must be at least eighteen (18) years of age at the time of employment and in good physical condition (refer to Working Conditions section of job description).
- Must have a high school diploma or the equivalent.
- Must possess and maintain an Alaska Driver's License.
- Must possess and maintain a clean driving record.
- Must be able to drive a manual transmission.

These factors will be the basis for selecting a candidate. The candidate selected for employment must satisfactorily perform the essential functions of the position during the duration of employment.