



Human Resources  
City of Middletown  
One Donham Plaza  
Middletown, Ohio 45042  
Tel: 513-425-7934  
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March 14, 2017

**Seasonal Laborer  
Parks & Grounds Maintenance  
City of Middletown**

**\$10.00 per hour  
Approximately 27 Hours per Week**

The City of Middletown is accepting applications for the position of Seasonal Laborer. Position performs a variety of manual tasks including operation of small lawn and landscape equipment and small trucks; planting, cultivating, maintaining turf trees, shrubs, plants, and flowers. Application packets may be obtained from the Human Resources Office located on the second floor of City Building, One Donham Plaza, Middletown, Ohio or may be downloaded from the website at <http://www.cityofmiddletown.org/jobs>. Application deadline is Friday, March 31, 2017. EOE/Drug-free workplace.

## CITY OF MIDDLETOWN

### **Position Description**

Date: 4/5/16

Position Title: Seasonal Laborer  
Department/Division: Public Works & Utilities / Public Works Maintenance  
Reports To: Public Works Leader  
Classified or Unclassified: Unclassified  
Exempt or Non-exempt: Non-exempt  
Union or Non-union: Non-Union  
Salary Range: \$10.00 per hour  
Civil Service Approval: N/A

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### **Position Summary**

This is a semi-skilled position performing a variety of manual tasks. Work involves the safe and efficient operation of a variety of small lawn and landscape equipment and small trucks. Work is performed under the immediate supervision of an employee in a higher classification and instructions are received at the beginning of each new job.

Position requires the necessary physical condition to perform heavy physical labor over a sustained period of time primarily outdoors; standing, walking, bending, and carrying heavyweight items (50-100 pounds) such as tools, equipment, and supplies.

### **Position Qualifications**

1. Experience in performing labor, maintenance or construction work; or any equivalent combination of experience and training which provides the following knowledge, skills and ability:
  - a. Ability to develop skill in the operation of assigned equipment.
  - b. Knowledge of various hand tools and the ability to operate simple machinery and equipment.
  - c. Knowledge of the occupational hazards involved and the safety precautions necessary in the operation of assigned equipment.
  - d. Knowledge of traffic laws and regulations involved with equipment operation.

- e. Ability to perform manual labor and to work in inclement weather.
  - f. Ability to understand and follow specific oral and written instructions.
  - g. Ability to maintain effective working relationships with other employees.
  - h. Knowledge of the City, department, and division policies and procedures.
2. Possession of a valid Ohio Driver's License.

**Duties and Responsibilities (For Performance Appraisal)**

1. Plant and landscape trees, shrubs and flowers; maintain nursery and/or greenhouse.
2. Care for plant material by transplanting, arranging, fertilizing, watering, weeding, and spraying flowerbeds, trees, shrubs, and turf.
3. Operate power lawn mowers, tractors, etc. and machinery such as air compressors, water pumps and similar equipment.
4. Assist in the loading and unloading of trucks; spread material through tailgate or with spreaders.
5. Assist with work zone traffic control.
6. Establish and maintain working relationships with other employees and the public.
7. Maintain regular and timely attendance.
8. Perform related work as required by supervisor.