



STAFF REPORT

DATE: 3/7/2017

CONSENT

ITEM #: 6

TO: City Council

FROM: Rob Weldon, Public Works Director

AGENDA ITEM: Authorize posting and hiring of Public Works Seasonal Employees

REVIEWED BY: Kristina Handt, City Administrator

BACKGROUND: Each year the City of Lake Elmo hires seasonal employees to supplement the existing Public Works Staff with various semi-skilled tasks throughout the city.

ISSUE BEFORE COUNCIL: Should the City Council authorize staff to post and hire up to 4 Seasonal Public Works Employees?

PROPOSAL DETAILS/ANALYSIS: The addition of seasonal staff in the Public Works Dept. is paramount to the success and completion of daily tasks and seasonal projects within the city. Seasonal employees typically assist with park mowing, trimming and general maint; assist with asphalt patching and road maint; carry out hydrant painting and numerous other small tasks and projects handled by the Public Works Department.

Duration of seasonal staff employment is dependent on weather, work load and budgeted funds/hours. Typically, these employees may begin working in the months of April/May and end employment in September/October.

FISCAL IMPACT: As in previous years, wages for these positions are factored into the adopted 2017 budget. Hourly wage will range from \$10 - \$12/hour depending on qualifications.

OPTIONS:

- Approve posting and hiring of up to 4 Public Works Seasonal Employees.
- Deny posting and hiring of up to 4 Public Works Seasonal Employees.
- Table posting and hiring of up to 4 Public Works Seasonal Employees.

RECOMMENDATION:

Motion to authorize posting and hiring of up to 4 Public Works Seasonal Employees.

ATTACHMENTS: Job posting



Accepting Applications for the Position of:

Public Works Seasonal Employee

SALARY: \$10.00/hour starting pay (DOQ)
OPENING DATE: 3/8/2017
CLOSING DATE: until filled

Summary

Assists full-time staff with performing maintenance duties related to streets, parks, utilities and buildings

Position Title: Public Works Seasonal, Part-Time
Department: Public Works
Reports To: Public Works Director (or designee)
FLSA Status: Non-exempt
Normal Shift: 7:00am – 4:30pm M-Th; 7:00am – 11:00am F

Minimum Requirements

The responsibilities listed here are illustrative of the expectations of the position, and not intended to be all inclusive or exclusive. Additional or different responsibilities may develop as the City and Department's needs evolve. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the 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, technology, and requirements of the job change.

Essential Duties & Responsibilities

- Assist with general maintenance of the following:
 - streets, sidewalks and trails, including patching, seal-coating, curb and catch basing repairs.
 - Parks and city owned properties, including mowing, trimming, landscaping, planting and watering of trees and plants, and emptying waste and recycling containers.
 - Athletic fields, courts and playground structures
 - Buildings, including City Hall, Fire Stations, Public Works and park shelters
 - Performs other duties as may be assigned.

Criteria to Qualify for this position:

- Must be a minimum of 16 years of age.
- Must have a valid driver's license.

Competencies Common to All City Positions:

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable City policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent the City of Lake Elmo in a professional manner to the general public, outside contacts and constituencies.

Physical and Mental Requirements: Occasionally exertion of force in excess of 50 and/or up to 100 pounds to move objects or equipment accessories is required. Must be able to exert 20-50 pounds of force frequently to move objects. Occasional exposure to caustic material, annoying odor, grease/grime and repetitive movement.

***The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.*

Working Conditions: Most work is performed in a field environment involving working inside and outside of vehicles and in confined spaces. Seasonal conditions can include excessive heat or cold. Conditions can include working in wet, muddy, slippery or dusty and windy conditions.

Supervision of Others:

This position is generally not responsible for any regular direct supervision of other employees.

PLEASE APPLY BY SENDING APPLICATION AND REFERENCES TO:

City of Lake Elmo
Attn: Julie Johnson, City Clerk
3800 Laverne Avenue North
Lake Elmo, MN 55042

or

jjohnson@lakeelmo.org

PLEASE VISIT OUR WEBSITE AT **WWW.LAKEELMO.ORG** FOR ADDITIONAL INFORMATION OR CONTACT US AT 651.747.3900

OFFER OF EMPLOYMENT WILL BE CONTINGENT UPON SUCCESSFUL COMPLETION OF A BACKGROUND INVESTIGATION.

CITY OF LAKE ELMO IS AN EQUAL OPPORTUNITY EMPLOYER