

CITY OF KIEL

Seasonal – General Laborer

Department: Multiple Departments
Wage Range: \$15.50/hr.
Hours: 40 hours/week, approx. May 10 – August 31
Deadline to apply: 4:00 PM, February 17, 2023
How to apply: Submit [City of Kiel Application](#), letter of intent and resume or statement of qualifications to the [Office of City Administrator](#) by the deadline stated above.

DEFINITION:

Depending on placement, under the supervision of the Public Works Foreman, General Manager of Utilities or City Administrator, general laborers perform a wide variety of tasks related to municipal administration, park grounds and facilities maintenance, lawn cutting, utility crew support, Geographic Information System (GIS) maintenance, sewer maintenance, tasks at the wastewater treatment facility, and other duties as assigned.

DISTINGUISHING CHARACTERISTICS:

A General Laborer assists with carrying out assigned duties and responsibilities related to municipal operations. A General Laborer works both independently and in small teams.

ESSENTIAL FUNCTIONS:

Performs mowing, trimming and wood cutting services along with grounds, buildings, facilities and trails inspection, maintenance and repairs; may include but not limited to trash clean up, painting, carpentry, sign installation, tree and shrub planting, grading ruts and holes and other landscape care.

Performs general custodial work; includes but not limited to cleaning, sweeping and mopping restroom facilities and shelters, and picnic tables.

Operates and maintains machinery and equipment, primarily weed cutters lawn mowers, and other grounds maintenance equipment.

Performs building or facility maintenance.

Administrative duties as assigned, to include GIS data entry, creating brochures, researching ordinances, updating websites, social media posts, records maintenance, and processing utility payments.

Keeps supervisors informed of problems, incidents and needs, and makes recommendations regarding improvements or maintenance.

Regular attendance and punctuality required.

Other duties as assigned.

WORKING CONDITIONS:

Position requires sitting, standing and walking on a variety of surfaces, reaching, twisting, turning kneeling, bending, grasping, climbing and making repetitive hand movement in the performance of daily duties. The nature of the work also requires the incumbent to climb ladders and work in confined spaces.

Lifting tools, equipment and supplies weighing 25 pounds or more is required.

The incumbent may use chemicals which may expose the employee to fumes, dust and air contaminants.

QUALIFICATIONS:

Education or Experience:

Preference is given to those with a high school diploma or equivalent. Driver license preferred.

KNOWLEDGE/ABILITIES/SKILLS:

- Safe and proficient operation equipment.
- Ability to follow directions, drawings, plans or prints to carry out a project.
- Ability to maintain a friendly disposition to the public and effective working relationships with staff, work crews and contractors.
- Ability to understand and effectively carry out instructions and work mostly independently with minimal supervision.