



**City of Mason**  
**Employment Opportunity**  
**For**  
**Part-Time Service Worker**

<b>Hiring Range:</b>	<b>\$17.87 up to \$25 Per Hour</b>	<b>Classification:</b>	<b>Classified</b>
<b>Reports To:</b>	<b>Manager/Supervisor</b>	<b>FLSA:</b>	<b>Non-Exempt</b>
<b>Posted:</b>	<b>8/7/24</b>	<b>Department:</b>	<b>Service Department</b>
<b>Working Hours:</b>	<b>25 Hours/Week</b>	<b>Status:</b>	<b>Part-Time</b>

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**General Statement of Duties and Distinguishing Features of Class**

Performs manual labor, which often involves the use of basic maintenance and cleaning skills; does related work as required. Hours will be 4:30 pm to 8:30 pm Monday thru Friday and 6:00 am to 6:30 pm on Saturday or Sunday or both to meet the needs of the City of Mason.

This work calls for the use of some skills acquired by experience or on-the-job instruction. Requires physical strength and endurance. The position will work under the supervision of a Service Technician, Service Coordinator or a Manager/Supervisor who issues oral or written work orders and inspects work frequently. Employee is required to be able to complete tasks without supervision.

This is a public service job based in trust, credibility, and competency. It is a critical requirement of this position that the incumbent displays the desire and ability to perform and behave (on duty, as well as off duty) in a manner that does not damage or endanger the loss of trust with the public, co-workers, and other public safety forces. Candidate must meet the following qualifications and requirements at time of appointment.

**Examples of Work (Illustrative Only)**

- Handles and uses hand tools and power tools and equipment as assigned.
- Performs facility maintenance as assigned.
- General cleaning of facilities, restrooms, parks, and other city properties as assigned.
- Washes vehicles equipment and vehicles.
- Power wash facilities, sidewalks or other items as assigned.
- Empties interior and exterior trash cans.
- Operate light duty pick up truck and tow equipment.
- Operate small machinery such as: floor cleaner, carpet cleaner, mower, trimmer, pressure washer, etc.
- Mowing and trimming of areas as assigned.
- Set up and remove roadway barricades.
- Waters various plants and City green areas as assigned.
- Shovels snow and applies treatment to surfaces.
- Removes litter and items from rights-of-way roads, parks, and other public grounds.
- Light maintenance including sanding, painting, floor and carpet cleaning.
- Prepare baseball grounds including lining fields for play.
- Compliance with Standard Operating procedures and Employee Personnel Manual policies;
- Performs other related work as assigned.



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**Skills, Knowledge, and Abilities:**

- Must be 18 years old or older.
- High-school diploma, GED, or equivalent.
- Ability to work independently.
- Available to work hours during in the evenings or weekends.
- Possess and maintain a valid Driver's License, good driving record and be insurable.
- Knowledge and ability to perform a variety of light maintenance and cleaning tasks.
- Ability to understand and follow oral and written instructions.
- Ability to read and write legibly.
- Ability to perform manual work for an extended period under varying climatic conditions.
- Ability to work independently with little to no direction.
- Ability to complete tasks with limited supervision and as instructed.
- Willingness to transition workloads as the department's needs change.

**Physical Requirements:**

- Ability to push, pull, stoop and bend, extensive walking and standing, lift objects of 70 lbs. or greater routinely.
- Visual acuity to distinguish from short and long distances.
- Auditory acuity to hear the pager, radio, or communication from fair distances.
- Manual dexterity to operate equipment and manipulate small objects.
- Able to operate efficiently in a variety of climates.

I understand this position is a position at will, and nothing in this job description and no oral statements made to me in connection with this job description can be construed as a contract of employment.