

# MEMORANDUM

**To:** All Department Heads / Division Managers  
**From:** Terry Fornash, Human Resources Coordinator  
**Date:** April 15, 2016  
**Re:** Seasonal Landscaper Position

This is a seasonal position with a starting salary of \$12.00 per hour from April 2016 through September 2016. Should any City of Newport Employee be qualified and interested or know of anyone qualified and interested please contact Terry Fornash @ 655-6349. Open until filled.

## COMMUNITY SERVICES DEPARTMENT PUBLIC WORKS DIVISION SEASONAL LANDSCAPER

**CHARACTERISTICS OF THE JOB:** This is a seasonal position in the Public Works Division. An employee in this position is responsible for maintaining City landscaping. Reports directly to the Community Services Director or his designee.

### **ESSENTIAL FUNCTIONS:**

- Responsible for daily maintenance of the City's landscape;
- Responsible for watering landscape areas;
- Responsible for landscaping work required for city owned facilities (mow grass, trim, weed, plant and water);
- Appears for work and completes assigned tasks within a reasonable period of time;
- Works in a safe manner, observing all safety rules, and poses no significant risk to the health and safety of others.

### **ADDITIONAL JOB DUTIES:**

- Performs additional duties as required.

### **DESIRABLE TRAINING AND EXPERIENCE:**

- Experience in the performance of various manual labor, repair, and maintenance activities;
- Experience and/or training in the operation of commonly used power tools and heavy machinery implements.

### **KNOWLEDGE, SKILLS, ABILITIES:**

- Ability to perform manual labor duties, for extended periods of time, often under adverse weather conditions;
- Ability to work with dangerous machinery and sharp tools;
- Ability to safely operate heavy equipment including a dump truck;
- Ability to safely operate large and small power tools such as chain saw;
- Ability to perform tasks requiring use of manual tools such as hand saw, post hole digger, sledgehammer, etc.;
- Ability to complete simple and routine tasks without close supervision;
- Knowledge of occupational hazards and proper safety precautions;
- Knowledge of some basic principles regarding the construction, maintenance, repair and landscapes
- Ability to establish and maintain effective working relationships with other governments and agencies, city officers, employees and general public.

### **NECESSARY SPECIAL REQUIREMENTS:**

- Possession of a valid vehicle operators license;
- Must be a U.S. Citizen or have a permanent residence status (green card);
- Possession of, or the ability to obtain any license(s) deemed appropriate or necessary for the successful completion of job tasks.

### **ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS:**

- Ability to lift 50-100 pounds chest high, often, and occasionally above head, while walking, climbing, pushing, and/or pulling;
- Ability to lift in excess of 100 pounds chest high occasionally;
- Work is often performed out doors, including periods of inclement weather, with exposure to varying noise levels, fumes, dust, and odors
- Ability to deal courteously with the general public;
- Ability to establish and maintain effective working relationships with other city agencies and departments, city officers, employees and the general public.