

CITY OF CARLTON

Position Title: Part-time Shed Keeper
Department: Public Works
Immediate Supervisor's Title: Public Works Superintendent

Purpose

This position maintains and operates the city-owned recycle center during the county mandated hours of operation; performs related duties as required.

Organizational Relationships

Reports to: Public Works Superintendent

Communicates with: *Internally:* City Clerk and Deputy City Clerk and Maintenance Personnel.

Supervises: None

Essential Functions

- * Maintain the recycle shed in good, clean, and safe condition for public access.
- * Perform public education on recyclables in conformity with the Carlton County Recycling Program.
- * Observes safety procedures for the safe operation of tools, equipment, and buildings.

Other Duties and Responsibilities

- * Ability to perform general maintenance (sweeping, mowing, weed trimming, shoveling, cleaning).
- * Ability to lift at least 40 pounds and work in all weather conditions.
- * Deals courteously with the public and co-workers
- * Performs other duties and responsibilities as apparent or assigned.

Machines, tools and equipment used: Broom, Shovel, lawnmower, weed trimmer.

MINIMUM QUALIFICATIONS

High school degree or equivalent. Ability to read, write and follow directions.

Working Conditions

Most of the time is spent working outdoors. Frequent exposure to weather conditions and temperature extremes during certain tasks. Work requires physical effort that frequently involves bending, twisting, lifting and pushing/pulling. Typically utilizes all types of vision and other senses while performing the position's essential functions.

Pre-Employment Requirements

This position will require pre-employment drug/alcohol screening, complete physical examination, physical agility testing and background criminal history check.

The functions, criteria and qualifications are intended only as an illustration of various types of work performed and are not inclusive. The job description does not constitute an employment agreement and is subject to change as the needs of the City and the requirements of the position change.