

**City of Chapman, Kansas**  
**Job Description**

**Seasonal / Part-Time / Temporary Laborer**

**Department: Public Works**

**Reports to: City Administrator, Public Works Director, Section Leaders**

**Supervises: N/A**

Under the supervision of the Public Works Director, the part time laborer performs manual labor 40 hours or less per week, as scheduled by his or her department head, in the areas of streets and alleys, equipment repairs, parks maintenance, equipment and facility care and maintenance and special projects. Duties will be assigned according to age restrictions imposed by State and Federal labor laws when applicable.

**Essential Functions**

- Assists with maintenance and repair operations of city streets, sidewalks and alleys
- Assists in storm water drain and ditch maintenance
- Replaces city signs and lighting
- Performs mowing, trimming and grounds keeping duties at parks
- Serves as driver of city vehicles in operational settings
- Performs maintenance and repair of city facilities and equipment
- Repairs streets, curbs and guttering
- Collects and delivers materials, supplies, tools and equipment to work sites
- Maintains public trash containers
- Assists in repairs of city's water and sewer systems
- Performs other duties as deemed necessary or assigned

**Experience & Qualifications**

To be considered for appointment, an applicant must have a combination of education, experience and skills that equate the following:

- One year of similar or related experience preferred. Expected to have acquired necessary skills and information to perform job reasonably
- Valid Kansas Driver's License
- Ability to work in adverse weather conditions and shop area environment
- Ability to lift and carry a minimum of 75 pounds of weight
- Ability to walk, bend, stoop, crawl, spend lengthy time on their feet.

## **Skills**

- Working knowledge of construction techniques, road repairs, equipment use and repairs, building maintenance
- Ability to operate automotive equipment
- Ability to operate hand and power tools, movers, trimmers
- Ability to read and interpret maps, diagrams, manuals and written instructions
- Ability to effectively work and communicate with co-workers, agency personnel, supervisors and the public
- Ability to learn and observe departmental and industry safety regulations