

Job Posting

Seasonal Brush Site Attendant City of Orono

Posted: February 5, 2018

Application Deadline: Applications accepted until position is filled

Status: Part Time Summer Seasonal (April 15 – November 15)

Compensation Range: \$12 per hour

This position will be responsible for a wide variety of tasks involving the operation of the City of Orono Brush Site. This position runs from April 15 – November 15 and includes fluctuating evening and weekend hours depending on month of the year and staffing levels needed. This position is 20-36 hours a week. Please submit application to: Public Works, City of Orono, 2750 Kelly Parkway, Orono, MN 55356 / Phone: (952) 249-4684. Thank you for your interest in the City of Orono.



CITY OF ORONO

Position Title: Seasonal Brush Site Attendant – Seasonal/Part Time

Document Date: February 2, 2018

Department: Public Works

Accountable to: Parks and Golf Course Supervisor

FLSA Status: Non-exempt

Nature of Work

This position will be responsible for a wide variety of tasks involving the operation of the City of Orono Brush Site.

Supervision Received and Exercised

This position receives supervision by the Parks and Golf Course Supervisor. This position does not supervise the work of other employees.

Examples of Work

Essential functions listed below are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position.

Interacts in a customer friendly manner with Brush Site users.

- Verify customers of the brush site are residents of Orono.
- Verifies amount of material and receives payment from contractors and non-residents to drop off material.
- Provide guidance and instruction to users regarding the Brush Site.

Record data usage of the Brush Site.

- Maintain accurate records of Brush Site usage.
- Verify whether user brought in brush or logs and how much.
- Verify whether user would be taking wood chips or mulch and how much.

Perform inspection of incoming material to the Brush Site.

- Visually monitor incoming materials being disposed of to ensure that only brush or logs are being received and that foreign items are not co-mingled.

Maintains a clean, organized, safe, and welcoming Brush Site.

- Directs users to appropriate locations to dispose of materials.
- Works cooperatively with Public Works to ensure that brush piles get pushed back when needed.
- Safety is a high priority, verify that the site is free of hazards for customers.

Performs other duties as assigned.

Required Knowledge, Skills and Abilities

Knowledge:

- Active Listening — Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Reading Comprehension — Understand written sentences and paragraphs in work related documents.
- Speaking — Talk to others to convey information effectively.
- Service Orientation — Look for ways to help people.

Abilities:

- Written Comprehension — Able to read and understand information and ideas presented in writing.
- Oral Comprehension — Able to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression — Able to communicate information and ideas in speaking so others will understand.
- Speech Recognition — Able to identify and understand the speech of another person.
- Written Expression — Able to communicate information and ideas in writing so others will understand.

Minimum Requirements

- High School Diploma or equivalent.
- Valid driver's license with good driving record.
- Available a portion of April to November.

Desirable Qualifications

- Previous experience working in similar fields.
- Available from April 15 to November 15.

Physical Demands and Working Environment

- Some lifting is required (less than 50 lbs)
- This position operates in an outdoor environment, where employees are exposed to inclement weather to include extreme temperatures.