

TO: Mayor and City Council

FROM: Jed Petersen, Public Works Director

SUBJECT: Seasonal Public Works Position

MEETING DATE: Tuesday, May 20, 2025

BACKGROUND

I am requesting your approval to move forward with the hiring process for an additional **Seasonal Public Works staff member** two total to support the increased maintenance needs of our parks, streetscapes, and public spaces during the summer months.

Attached is the proposed **job description** for the **Seasonal Public Works** position. This temporary role is essential in helping our team maintain the cleanliness, safety, and overall appearance of city facilities during the busy summer season. Responsibilities include groundskeeping, trash collection, turf and landscape maintenance, light repairs, and general upkeep of public areas.

Given the seasonal nature of this position and our goal to maintain high service levels for residents and visitors, I recommend that we begin advertising the position immediately upon approval. The work schedule is Monday through Friday from approximately 7:00 a.m. to 3:00 p.m. as needed, not to exceed 180 days per calendar year.

REQUESTED COUNCIL ACTION

I respectfully request a motion and approval for the attached job description and authorization to proceed with advertising and hiring for this seasonal role.

CITY OF CANNON FALLS POSITION DESCRIPTION

POSITION: Seasonal Public Works
DEPARTMENT: Public Works
REPORTS TO: Streets & Parks Supervisor
FLSA STATUS: Non-exempt
SALARY RANGE:

POSITION OBJECTIVE

This position assists with maintaining the appearance and cleanliness of city parks, streetscapes, and public spaces during the summer season. Ideal candidates enjoy working outdoors, are safety-conscious, and can work independently or as part of a team.

ESSENTIAL FUNCTIONS

- Perform general grounds maintenance, including mowing grass, weed whacking, watering trees and flower pots, pulling weeds, raking leaves, and collecting litter.
- Load, unload, and transport landscaping and maintenance equipment using a trailer; drive to various sites as needed.
- Trim and prune trees and shrubs in public areas.
- Assist with turf maintenance on athletic fields and general-use areas.
- Support the maintenance and repair of park buildings, fences, and playground equipment, including painting and light repairs.
- Clean and maintain picnic pavilions, storage areas, and other public facilities.
- Collect and empty trash receptacles and replace liners.
- Operate hand tools, small power tools, and light equipment as assigned.
- Observe and assist in the enforcement of Parks & Recreation rules and regulations.
- Promptly report any major maintenance concerns or safety hazards to a supervisor.
- Perform other related duties as assigned.

MINIMUM QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be at least 18 years old.
- Valid driver's license with a clean driving record.
- Ability to operate lawn care equipment, light machinery, and hand tools safely and effectively.
- Capable of performing physically demanding tasks in varying outdoor weather conditions.
- Strong work ethic, dependability, and the ability to work independently with minimal supervision.
- Good communication skills and a willingness to follow instructions.

WORK SCHEDULE

- Monday – Friday, approximately 7:00 a.m. – 3:00 p.m. (hours may vary based on weather and city needs)
- Not to exceed 180 days in the calendar year

PHYSICAL REQUIREMENTS

- Ability to stand, walk, lift, bend, and perform physical labor for extended periods
- Lift up to 75 pounds occasionally