

**Southern Clinton Co. Municipal Utilities**  
**Authority**  
Job Description

**Job Title:** Seasonal Laborer  
**Department:** Maintenance  
**Reports to:** Maintenance Supervisor

**JOB SUMMARY-** under the supervision of the Director of Operations and/or SCCMUA supervisors, performs lawn maintenance at sewer lift stations and around the facility, performs painting at sewer lift stations and around the facility, performs general janitorial duties, and other duties as directed and/or deemed necessary for the effective and efficient operation of the wastewater treatment plan, pumping stations, and wastewater collection system within the SCCMUA service jurisdiction.

**Essential Duties and Responsibilities:**

- Performs building maintenance, when directed to do so, such as custodial tasks, preparation and painting of interior and exterior surfaces, and the repairs to building systems as needed.
- Performs grounds maintenance when directed to do so, such as operating tractor and power mowers, trimming and edging equipment for lawn care, and performs other grounds maintenance deemed necessary.
- Operates equipment from the motor vehicle pool, such as pickup trucks.

In addition to the above requirements, all SCCMUA positions require: the ability to read, write, speak, and understand the English language as necessary for the position; the ability to follow written and oral instructions; and the ability to get along with other employees and members of the public. SCCMUA employees are also expected to possess and maintain a record of orderly law abiding citizenship, sobriety, integrity, and loyalty as it pertains to and reflects upon their employment with SCCMUA. SCCMUA employees must be physically and mentally able to perform the essential duties of their position without excessive absences.

**Competencies**

- Ability to use simple hand tools
- Ability to read instructions, safety rules, work policies, etc
- Ability to communicate in complex sentences, using normal word order with present and past tense and using good vocabulary
- Ability to use addition, subtraction, multiplication and division of numbers, including decimals and fractions.
- Ability to use judgment to plan and perform a sequence of operations where standard or recognized operation methods are available, and the making of general decisions within prescribed limitations as to quality, tolerances, operation and set up sequence.

**Qualifications**

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.

### **Education and/or Experience**

Equivalent of a high school diploma.

### **Computer Skills**

Ability to operate a computer to input data as required.

### **Certificates, Licenses, Registrations**

- Michigan Drivers license required.

### **Other Skills and Abilities**

- Inspect all phases of work for completeness and thoroughness
- The use and care of tools and equipment
- Develop and foster a teamwork environment
- Produce written documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Comprehend and make inferences from technically written material
- Work safely without presenting a direct threat to self or others
- Travel across rough, uneven, or rocky surfaces at the treatment plant

### **Physical Demands and Work Environment**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, sit, walk, use arms, hands and fingers, talk, hear and see. The employee will frequently be required to use hand strength to grasp tools and turn large valves. The employee will frequently climb steps and ladders. The employee is frequently required to reach, pull and twist with hands and arms; the employee will operate vibrating machinery, use a shovel and hand tools, move and operate portable pumps, air hammers, power saws, etc. The employee will occasionally lift and/or move up to 100 pounds of material, and assist co-workers to lift and/or move heavier objects, and must be able to apply torque strength of up to 75 pounds. The employee is occasionally required to work in a business office setting, during which the employee will use limited mobility and manual dexterity to type and enter data. While performing the duties of this job, the employee is occasionally required to communicate in person and by telephone. The employee will regularly read regular and small print, and use sight to read and prepare documents. Specific vision abilities required by this job include close vision, peripheral vision, distance

vision, and the ability to adjust focus. The employee works both indoors and outdoors, and occasionally works near moving mechanical equipment. The employee occasionally works with hazardous chemicals and irritants, using appropriate personal protective equipment. The noise level is moderate.