

**Ordinance No. 51-14 - Exhibit A**

**CLASSIFICATION SPECIFICATION**

**CITY OF AVON**

**An Equal Opportunity Employer**

**TITLE:** Part-Time Seasonal Worker

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**JOB RESPONSIBILITIES:** Under general supervision, performs unskilled and semi-skilled tasks in order to maintain and repair city streets, facilities, property and equipment.  
**Performs other related duties as required**

**QUALIFICATIONS:** Coursework, training, work experience, or equivalent combination:

Continuation of secondary education (high school or GED) or equivalent, supplemented by maintenance and trade courses, plus prior building and grounds maintenance experience, or equivalent; must be able to qualify for and remain insurable under City's vehicle insurance policy.

**LICENSE, CERTIFICATE, OR REGISTRATION REQUIREMENTS:**

Must possess State of Ohio driver's license.

| <b>% OF TIME</b> | <b>ILLUSTRATIVE DUTIES:</b> (The duties listed below are intended to depict tasks performed by this classification.)                                                                                                                                                  | <b>KNOWLEDGE, SKILLS, AND ABILITIES:</b> (Minimal necessary to perform duties) [*Indicates developed after employment]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 45-50%           | 1. Performs a variety of unskilled and semi-skilled tasks in order to maintain departmental grounds (mows grass, cuts brush, picks up litter, maintains landscaping, repaints trash containers, etc.); inspects equipment operated in order to ensure safe operation. | 1. <b>Knowledge of</b> (1) building and grounds maintenance and repair practices, methods, tools, and equipment, (2) safety practices and procedures, (3) division policies and procedures,* (4) motor vehicle operation; <b>skill in</b> (5) the use and care of hand and power tools and shop equipment, (6) the operation of light motorized equipment; <b>ability to</b> (7) follow detailed instructions, (8) perform heavy manual labor for extended periods of time in often adverse conditions, (9) develop and maintain working relationships with co-workers, supervisors, and the general public. |

**TITLE:** Part-Time Seasonal Worker

Developed by Clemans, Nelson & Associates, Inc

**Approval Date**\_\_\_\_\_

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**An Equal Opportunity Employer**

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| <b>% OF TIME</b> | <b>ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)</b>                                                                                                                                                                                                                                                                                                                                                                | <b>KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties) [*Indicates developed after employment]</b> |
|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| 45-50%           | <p>2. Performs a variety of unskilled and semi-skilled tasks in order to clean and maintain departmental facilities (cleans bathrooms, counters and floors, empties trash and recycling containers, performs routine maintenance and minor repairs; etc.); inspects equipment operated in order to ensure safe operation; performs a variety of unskilled and semi-skilled tasks in order to clean and detail department vehicles.</p> <p>3. Performs other duties as assigned.</p> | <p>2. <b>Knowledge of</b> (1), (2), (3),* (4); <b>skill in</b> (5), (6); <b>ability to</b> (7), (8), (9).</p>          |

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