

**Town of Cable**  
**Job description**  
**Seasonal Worker**

**Overview**

Work is performed under the general supervision of the Cable Town Board/Road & Property Foreman. Employee is responsible for maintaining buildings and properties in the Town of Cable. Employee is exposed to inclement weather and potential safety hazards from the machines and equipment used. Work is reviewed through feedback form citizens, for completeness through meetings, and adherence to Town policies and procedures.

**Job Requirements**

- Be at least sixteen years old, and have a Class D Driver's License with a clean driving record.
- Ability to establish and maintain effective working relationships with Town officials, other employees, and the general public.
- 20 to 40 hrs per week, depending on workload
- Be able to work independently and reliable

**Job Duties**

- Operate machinery necessary to maintain buildings and properties.
- Perform related duties as assigned by the Cable Town Board/Road & Property Foreman.
- Spring cleanup of all properties
- Following are job duties related to each building/area, could include but not limited too,

**Cemetery**

- Check grounds
- Mowing and weed trimming weekly
- Any repairs reported to Road & Property Foreman
- Assist with marking of plots and helping with research
- Décor clean up in spring and fall
- Pick up branches, garbage, etc. as needed

**Community Centre**

- Check buildings and grounds
- Mowing and weed trimming weekly
- Any repairs reported to Road & Property Foreman
- Pick up branches, garbage, etc., as needed on the grounds
- Clean off walkways, i.e. sweep, shovel
- Remove trash and recycling from building

### **Community Services Building**

- Check buildings and grounds
- Mowing and weed trimming weekly
- Any repairs reported to Road & Property Foreman
- Pick up branches, garbage, etc., as needed on the grounds
- Clean off walkways, and in front of the Fire Hall i.e. sweep, shovel
- Remove trash and recycling from building

### **Park**

- Check buildings and grounds
- Mowing and weed trimming weekly
- Any repairs reported to Road & Property Foreman
- Pick up branches, garbage, etc., as needed on the grounds
- Sweep decks and ramps
- Remove trash and recycling
- Maintain courts: i.e. nets, leaf blowing, fences
- Maintain horseshoe pits: i.e. sand, pull weeds
- General light maintenance on Skate Park – remove garbage, leaf blowing, etc.
- Clean storage areas as needed
- Maintain park sign with updated information

### **Public Landings: Perry, Cable Lake, Tahkodah**

- Check buildings and grounds
- Mowing and weed trimming weekly
- Any repairs reported to Road & Property Foreman
- Pick up branches, garbage, etc., as needed on the grounds
- Remove trash and recycling

### **Village Garage/Old Fire Hall**

- Check buildings and grounds
- Mowing and weed trimming weekly
- Any repairs reported to Road & Property Foreman
- Pick up branches, garbage, etc., as needed on the grounds
- Remove trash and recycling
- Clean as needed

### **Village**

- Checking street lights and reporting outages
- Emptying garbage bins – Post Office, Chamber, Bank and Rondeaus
- Assist with painting strips for parking and designated crosswalks – See Road Department
- Snowplow damage, i.e. rake in divots and picking out gravel (mainly intersections)
- Any other duties requested by your Supervisors

### **Road Maintenance**

- Assist with road maintenance/ construction projects as required
- Flagman, shoveling, raking, etc.
- Spreading seed and mulch
- Weed trimming along bridge guard rails

This position also includes occasional fill-ins for the dump attendant, and opening/closing town facilities including setup of the Community Centre and Park and possible cleaning of the Community Centre, Park, and Public Landings.

### **Physical and Environmental Standards**

- Regular periods spend outside subject to weather conditions while inspecting or directing work.
- Frequent walking, standing, climbing; occasional requirement for sustained uncomfortable physical positions.
- Some exposure to high noise, exhaust fumes and vibration levels from equipment.

### **ADA Compliance:**

**Physical Ability:** Strength and agility sufficient to lift and maneuver heavy objects, heavy tools and equipment; to climb into large equipment and trucks; and to walk over rugged terrain, etc. Ability to withstand working outside in all extreme weather conditions.

**Visual Ability:** Ability sufficient to operate equipment and trucks by day and night; to observe unsafe conditions of roadways; and to read and write reports, correspondence, instructions, etc.

**Other:** Freedom from mental disorders that would interfere with the performance of duties described.