



Job Title:	Seasonal Field Services Worker		
Department:	Field Services		
Location:	Gold Hill, OR		
Reports to:	Field Services Lead	Travel Required:	Yes
Last updated:	4/27/2026		

Direct Reports:	Type of position:	Hours:
None	<u>Seasonal</u>	20-40 hours / week <u>Non-exempt</u>

GENERAL DESCRIPTION

This role is vital in maintaining and repairing public works facilities, along with skilled landscaping and irrigation work in parks and other areas. This position is seasonal/temporary workers and may work with regular employees and volunteers.

ESSENTIAL JOB FUNCTIONS

1. General janitorial services for all city buildings, clean-up of city parks, road right of ways, and open ditches, including vegetation control.
2. Operates light and medium construction equipment including dump truck, mowers and various power tools.
3. Performs routine maintenance on city buildings, parks, and vehicles.
4. Picks up and empties trash from all buildings and parks; cleans and sanitizes restrooms; repairs vandalism damage to buildings and grounds.
5. Fertilizes, mows, trims and edges lawns; plants, cultivates and waters lawns, trees, shrubs and flowers; prunes trees and shrubs, and sprays to control insects and weeds.
6. Maintains playground equipment, benches, gates and fencing.
7. Performs minor plumbing, electrical and carpentry tasks.
8. Maintains irrigation systems including cleaning, repairing or replacing items and parts.
9. Maintains storm drain system by cleaning and repairing ditches, storm drainage lines, and catch basins.
10. Assists with the repair, replacement, cleaning, and testing of water meters, maintains meter boxes and surrounding area.
11. Maintains and repairs streets, alleys and right of ways which include patching pavement; cleaning and repairing sidewalks, curbs, and streets; painting crosswalks and curbs;
12. Repairs and replaces street regulatory, directional and informational signs;
13. Performs other related work as required.

AUXILIARY JOB FUNCTIONS

1. Other related duties as assigned.

SUPERVISORY RESPONSIBILITIES

None

SUPERVISION RECEIVED

Receives supervision from the Field Services Lead or Manager

RELATIONSHIP TO OTHERS

Maintains positive contact with staff, volunteers, business representatives, and the general public.

ACCOMMODATIONS

The information contained in this job description complies with the Americans with Disabilities Act (ADA). To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The qualification requirements, physical demands, and work environment described in this job description are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job and must not prohibit the employment of a person with disabilities.

QUALIFICATION REQUIREMENTS

EDUCATION, TRAINING, AND EXPERIENCE

1. Education: High school graduation or GED; education or training in related field or any satisfactory combination of experience and training which demonstrates knowledge, skills and ability to perform the above-described duties.
2. Experience: Two years of experience and training which has provided specific knowledge in the area assigned, including light and medium equipment operation and power tool operation. Landscaping and irrigation experience is preferred.
3. Substitution: Any satisfactory equivalent combination of education, training, and experience which demonstrates the knowledge of, skills, and abilities required to perform the duties of the job.

SPECIAL REQUIREMENTS

1. License: Possession of, or the ability to obtain and retain an Oregon driver's license by the time of appointment, or otherwise have immediate point-to-point transportation available.
2. Vehicle: Possession of, or permanent access to, a vehicle.
3. Other: Pass Criminal History Background and Reference check; and any other classification required by state or federal agencies to continue work in the position assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

1. Maintenance, repair, and installation of water meters.
2. Safe use of vehicles, tools, materials and equipment required to perform duties.
3. Practices, methods, hazards, and safety precautions required to perform duties.

Related skills:

1. Safe operation of assigned vehicles, equipment, machinery, and tools.

Ability to:

1. Understand and carry out oral and written instructions;
2. Read and interpret City codes and local ordinances;
3. Work independently in performance of regular assignments;
4. Assess the needs of the City and develop a plan to address the needs;
5. Establish and maintain effective working relationships with other employees, managers, volunteers, and the general public;
6. Perform physical tasks in adverse weather conditions;
7. Sufficiently perform the physical requirements of the classification.

PHYSICAL DEMANDS

(1) Mobility: frequent standing, bending or squatting for long periods of time; (2) Lifting: frequently up to 60 pounds. (3) Vision: constant use of overall vision; occasional reading; occasional color and depth vision. (4) Dexterity: frequent use of tools and repetitive motion. (5) Hearing/Talking: frequent hearing and talking, in person, in public, and on the phone. (6) Emotional/Psychological: frequent coworker and/or public contact.

WORK ENVIRONMENT

Work is performed under a variety of conditions. Frequent travel to worksites within the City is required, which can entail being exposed to inclement weather conditions and negotiating uneven and unstable terrain.

ADDITIONAL INFORMATION

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the employee in this job. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge, skills, or abilities required of the position. The various responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, service levels and management's decision on how to best allocate department resources. Any shift variations, emphasis or rebalancing of duties, responsibilities, and/or assignments does not constitute a change in the job classification.

APPROVED BY: **Lily Morgan, City Manager**

Date: 4/27/2026

Address:

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