



City of Whittier
Gateway to the Western Prince William Sound
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SEASONAL LABORER I

Posting Date: 4/8/2024

Closing Date: Open until filled

Position Title: Seasonal Laborer I
Department: Public Works
Supervisor: Public Works Director
Classification: Seasonal Non-Exempt, Hourly
Pay Range: \$18.82 – \$22.36 Hourly, DOE

POSITION SUMMARY: Join our team in Whittier, Alaska, and contribute to our unique community during peak visitor seasons. As a Seasonal Laborer with the Public Works Department, you'll play a vital role in maintaining our town's infrastructure and ensuring a welcoming environment for residents and tourists alike. Responsibilities include assisting with water and wastewater system maintenance, grounds and recreational area maintenance, and other tasks as needed to support our vibrant, seasonal operations. Embrace the opportunity to work in a dynamic setting and make a positive impact on Whittier's charm and functionality. This position typically begins May 15 and ends September 15 and works a 40-hour workweek.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Assist with water and wastewater system maintenance, including checking meters, inspecting pipelines, and performing basic repairs under supervision.
2. Assist with grounds maintenance, including mowing lawns, trimming hedges, and planting flowers.
3. Assist with maintenance tasks for public facilities, such as painting, repairs, and general upkeep.
4. Help maintain parks and recreational areas, including restroom cleaning, garbage collection, and upkeep of amenities.
5. Assist with trail maintenance and upkeep, including clearing vegetation, repairing erosion damage, and installing trail markers.
6. Conduct brush clearing activities to maintain clear sightlines, improve accessibility, and reduce fire hazards in public areas and along roadways.
7. Collaborate with team members to complete assigned projects efficiently and effectively.
8. Follow safety protocols and guidelines to ensure a safe working environment for yourself and others.
9. Provide information and assistance to visitors regarding outdoor recreational activities, local attractions, and community events, fostering a positive experience for all.
10. Other duties assigned by the Public Works Director.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Familiarity with basic hand tools and equipment used in maintenance and construction tasks.
2. Physical stamina and ability to perform manual labor in various weather conditions.

3. Ability to operate small machinery and equipment safely and efficiently.
4. Effective communication skills for interacting with team members, supervisors, and the public.
5. Basic problem-solving skills to address routine maintenance issues and emergencies.
6. Organizational skills to prioritize tasks and manage time effectively.
7. Ability to follow instructions and work independently or as part of a team.
8. Adaptability to changing work priorities and seasonal demands.
9. Customer service-oriented approach when assisting visitors and community members.
10. Attention to detail in completing tasks accurately and with quality.
11. Willingness to learn new skills and procedures to support departmental goals and initiatives.
12. Ability and willingness to work overtime when necessary. This may include nights and weekends.

MINIMUM QUALIFICATIONS:

1. High School diploma or GED.
2. Possess a valid Alaska driver's license.
3. Be 18 years of age.
4. Proficiently read and write English.
5. Be able to lift 75 pounds occasionally and lift 50 pounds repeatedly.
6. While performing the duties of this job, the employee will be required to walk, reach with hands and arms, balance, stoop, kneel, crouch, and lift heavy objects repeatedly. The employee will be required to function in confined spaces. The employee is frequently required to talk and hear, stand and sit for long periods of time, use hands to handle, feel, and use computer keyboard. Specific vision abilities required by this job include close vision and depth perception.

Apply at www.whittieralaska.gov/employment

THE CITY OF WHITTIER IS AN EQUAL OPPORTUNITY EMPLOYER AND A DRUG FREE WORKPLACE.

The above job description is to be used as a guide for accomplishing organizational and department objectives, and only covers the primary functions and responsibilities of the position. It is in no way to be construed as an all-encompassing list of duties.

04/24