Classified Civil Service Position Description

Title  City Seasonal Aide

Title Code  91406

FLSA Status  Non-Exempt

Date Issued  2/08/89

General Duties and Responsibilities

Under direct and close supervision, with little latitude for the exercise of initiative or judgment, performs general work on a seasonal basis in a variety of different agency programs; performs related work.

General Work Tasks

− Performs light repair and general maintenance work in building and grounds of various public structures, e.g., port terminals, markets, public housing projects, parks and park buildings and public offices.

− Uses hand and powered grass mowers and other equipment.

− Picks up litter, rakes debris and digs pits and ditches.

− Removes snow and ice.

− Cleans interiors and exteriors of structures.

− Adjusts, lubricates and makes minor repairs to equipment and machinery.

− After appropriate training operates, maintains and winterizes the chlorination and filtration equipment in indoor and outdoor swimming pools.

− Performs sidewalk and road depression repair work.

− Aids in the operation of chemicals sewage treatment apparatus and auxiliary equipment.

− Assists in performing routine patrols and issuing verbal warnings to the general public concerning such as loud radio playing and graffiti.

− Assists in providing information, educational and safety services to the general public in person and over the telephone.

− Assists radio dispatch staff by relaying messages to appropriate departmental personnel.

− Completes simple reports on activities performed.

− Is responsible for the orderly appearance of the collections of library.

− Assists in providing recreational services at day centers for older persons.
Qualification Requirements

While there are no formal education or experience requirements, certain programs may require such standards. Good physical condition is required for certain programs.

NOTE:
This class of promotions is classified in the Non-Competitive Class. This class of positions is designed for use by any City agency where employees are needed on a seasonal basis to perform the duties described. For this class of positions, seasonal is defined as employment for a limited duration (e.g., cleaning beaches in summer). Not to exceed six (6) months in a specific seasonal assignment. An applicant may be assigned to a particular program. When the program ends, the individual will be terminated but may subsequently be re-employed in another program.

Direct Lines of Promotion

FROM: 
TO: