

**CITY OF IMLAY CITY
HELP WANTED
SEASONAL PUBLIC WORKS LABORER**

- General labor duties as assigned.

Working Hours:

- Monday – Friday; 7:00 a.m. – 3:30 p.m. (40 hours/week)
- Six-month maximum assignment.

Physical Demands:

- Must be able to work outdoors in all types of weather conditions with prolonged periods of standing and walking.

Salary Range:

- \$ 15.00 - \$20.00 / hour

Benefit Package:

- Does not include a benefit package.

Date Posted: Monday, March 23, 2026

Application Deadline: Wednesday, April 22, 2026

To Apply:

- Must be 18 years of age or older.
- Job applications can be obtained at City Hall or City Website
- If mailed, it must be postmarked by the deadline date listed above
- Job applications will be accepted online via email bookkeeper@imlaycity.org
- Job applications will also be accepted in-person or by mail at:

**City of Imlay City
150 North Main Street
Imlay City, MI 48444**

**** EQUAL OPPORTUNITY EMPLOYER ****

Posted: March 23, 2026

Published: April 01, 2026

CITY OF IMLAY CITY
SEASONAL PUBLIC WORKS LABORER
JOB DESCRIPTION

Supervised By: Superintendent of Public Works

General Summary:

Under the direct supervision of the Superintendent of Public Works, performs general labor in support of a wide range of public works projects to maintain and upgrade the City's infrastructure. Activities range from roadwork, utility system maintenance, grounds keeping, facilities maintenance and related work.

Essential Job Functions:

An employee in this position may be called upon to do any or all the following essential functions. These examples do not include all the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Adheres to all applicable safety procedures while operating equipment and tools, working with chemicals or electrical sources, and while working in other dangerous situations.
2. Maintains daily logs of projects and the equipment, vehicles and materials used.
3. Participates in the routine maintenance and basic repair of City equipment and vehicles. Records preventative maintenance activities according to established procedures.
4. Provides manual labor in support of the regular maintenance and special projects related to City streets, sidewalks, parking lots, alleys, and related infrastructure. Labor may involve patching, mowing and weed whipping, manhole maintenance, fire hydrant painting, traffic sign repair or replacement, pavement markings, and other projects as assigned.
5. Provides manual labor in support of regular maintenance and special projects associated with City utility infrastructure. Labor may involve installing, repairing, flushing, and maintaining water mains and lines, storm and sanitary sewer lines, fire hydrants, and water meters.
6. Performs general and skilled maintenance and custodial tasks on City buildings and facilities. Cleans City buildings and facilities and completes basic repairs.
7. Provides manual labor in support of general grounds keeping and special landscaping projects including mowing, trimming, planting, tree trimmings and removal, chipping, leaf pick-up, brush prick-up, storm clean-up and other activities as required. Maintains parks and associated facilities as directed.

8. Under adequate supervision, operates vehicles and trucks of various sizes and weights and a variety of public works equipment such as loader, tractor, mower, blower, chipper, and others.
9. Represents the Public Works Department by establishing and maintaining effective relationships with the public and other employees. Responds to public inquiries and refers complaints or complex issues to the Superintendent.
10. Assists with special events and seasonal projects. Places barricades for parade routes and road closures and prepares City buildings, parks and grounds.
11. During unique circumstances, may be called upon at night or on weekends or holidays, as operational needs demand.
12. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Educational requirements include high school diploma or the equivalent.
- Experience requirements include work experience in general labor, construction, or related field.
- A valid Michigan driver's license is required.
- Knowledge of safety procedures and precautions involved in equipment operation and maintenance work.
- Knowledge of the tools, materials and equipment used in the repair and maintenance of infrastructure systems.
- Skill in the use of public works vehicles, equipment, tools, and materials utilized in public works projects.
- Skill in completing a variety of construction, repair, custodial and maintenance tasks.
- Ability to effectively communicate, understand instructions, and follow directions.
- Ability to establish effective working relationships, use good judgment, initiative and resourcefulness when dealing with other employees and the public.
- Ability to work effectively under stress, with changes in work priorities, and in emergency situations.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here 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.

While performing the duties of this job, the employee is regularly required to communicate with others, in person and by radio and travel to other locations. The employee's environment can range from an office or garage setting to highly precarious

situations, including accessing confined spaces. Physical demands, therefore, range from sitting in an office or vehicle to the significant physical exertion associated with completing public works projects.

The employee is frequently required to use sight, physical strength, and manual dexterity to complete projects, and may be frequently exposed to outside weather conditions, high, precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electric shock, vibration, and other dangerous or physically demanding situations. The noise level in the work environment can range from quiet to very loud.