



City of Mill Valley

SEASONAL OPERATIONS AIDE

JOB DESCRIPTION

DEFINITION

Under direct supervision/direction, the Seasonal Operations Aide performs a variety of introductory- to entry- level duties in support of an assigned department or division. The incumbent will be assigned a staff member/members to directly support and will remain under close supervision throughout their tenure. Appointments to the position shall not exceed 180 days and rehire (to same position) shall not occur until after 180 days of separation. The purpose of the classification is to provide the opportunity for individuals to acquire hands-on work experience and develop skills in a variety of operational areas, working with an assortment of tools, machinery, and equipment. Work assigned may be in a specific program area and/or to perform operations duties in support of a division or department, including manual labor, installation, construction, maintenance, repair, cleaning, the utilization of tools, and the operation of light equipment. Performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a term-limited, novice-level classification intended to provide exposure and an introduction to a variety of skills, trades, and types of expertise utilized in the daily operations of a full-service local government agency.

SUPERVISION RECEIVED AND EXERCISED

Works under supervision from designee of the assigned department or division.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS *(May include but are not limited to the following):*

- Under direction, assist in the maintenance and upkeep of City facilities including but not limited to: parks, fields, SLP's, streets, buildings, sewers, pools, playgrounds, and others.
- Under direction, assist in the construction or installation of City infrastructure such as curbs, sidewalks, paths, railings, stairs, signs, etc.
- Under direction, prepare and maintain work sites with safety in mind, including proper cordoning, clearance, traffic safety, and the like.
- Prepare and maintain equipment for use; clean and store equipment; shuttle and deliver equipment as directed.
- Perform research and data collection.
- Perform related duties as required.

JOB RELATED AND ESSENTIAL FUNCTIONS

Knowledge of:

- Use and maintenance of basic hand and power tools.
- Safe working practices including protective clothing and devices.

Skills and Abilities to:

- Use basic hand and power tools.
- Read, write, speak, and understand English.
- Establish and maintain cooperative working relationships including assisting with work from other divisions as required.
- Implement and use of safe working practices.
- Perform heavy physical labor.
- Work safely, effectively, and efficiently.

EDUCATION AND EXPERIENCE

Any combination of education and experience that demonstrates possession of the requisite knowledge, skills, and abilities. A typical way to obtain these would be:

Education: High school education or equivalent is preferred.

Experience: N/A

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stoop, kneel, crouch, or drawl. The employee is occasionally required to climb or balance and taste or smell. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and outdoor weather conditions. The noise level in the work environment is usually very loud.

<i>FLSA Status</i>	<i>Non-Exempt</i>
<i>Bargaining Unit:</i>	<i>N/A</i>
<i>Approved by:</i>	<i>City Manager Cusimano</i>
<i>Date:</i>	<i>April 25, 2025</i>