



CITY OF TULELAKE

591 Main Street
P. O. Box 847, Tulelake, CA 96134
Phone 530-667-5522 - FAX 530-667-5351
cityoftulelake@cot.net



JOB DESCRIPTION

Temporary/Seasonal/On Call

This is a dual position to be held between the Transfer Station and City Maintenance Worker. Applicant should be flexible to work at each position as needed.

Transfer Station Attendant duties to include, but are not limited to, the following:

1. Responsible for opening and closing the Transfer Station on time during days of operation
2. Greet customers and direct them to the proper location for their material
3. Be able to charge the customer the correct disposal fee according to the rates set by the County of Siskiyou
4. Keep the area around the Transfer Station site clean
5. Keep the Transfer Station shack clean and free of clutter
6. Must be able to self-motivate to find things to do during low traffic time
7. Balance the cashbox at the end of every shift and create a bank deposit slip

City Maintenance Worker duties to include, but are not limited to, the following:

1. Mow all lawns in the parks as needed
2. Keep the parks watered and green
3. Pull weeds around trees, fences & sidewalks
4. Plant flowers and keep flower beds free of weeds
5. Pick up any tree limbs or debris that have fallen in the parks or any city property
6. Sweep/clean city drainages, picking up any and all debris

Skills Required:

1. Knowledge to operate (or ability to learn to operate) a cash register and make the appropriate change for customers
2. Ability to do simple math to fill out deposit slips and garbage load sheets
3. Must be able to use basic yard equipment, including mowers, weed eaters, rakes & trimmers
4. Must be able to lift 50 pounds

5. Should be able to read and write letters and numbers
6. Must be able to work with the public in a positive manner
7. Flexible to work if needed when not scheduled
8. English and Spanish speaking a plus, but not required

Other Information:

- Temporary/Seasonal position, hours will vary as needed
- Hours not to exceed 16-20 hours per week or 64 hours per month (minimum)
- Cell phone usage should be limited to breaks and lunch break
- Per California Labor Code, an employee who works 8 hours per day are allowed a one hour lunch break (unless previously agreed upon with City Council) and two 15 minute breaks – one in the AM hours and one in the PM hours. If you work a four hour shift, you are allowed one 15 minute break.
- Part-time, temporary and seasonal employees who work less the 50% of a regular work schedule and who have worked for 30 days or more within a year of date of hire are eligible to receive a minimum of 3 days or 24 hours of sick leave per year.