



Longview Independent School District

JOB DESCRIPTION SUMMER WORKER

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|--------------------|-----------------|--------------------------|-----------------|
| JOB TITLE: | Summer Worker | WAGE/HOUR STATUS: | Non-Exempt |
| REPORTS TO: | Department Head | TERMS: | 50 Days |
| DEPARTMENT: | Plant Services | PAY GRADE: | Manual Trades 1 |

PRIMARY PURPOSE:

Provide help as needed

QUALIFICATIONS:

Minimum Education/Certification:

Currently enrolled in high school/college

Special Knowledge and Skills:

- Ability to lift minimum of 40 lbs.
- Ability to operate or learn to operate grounds maintenance equipment
- Ability and willingness to learn a new skill
- Ability to learn general rules and regulations
- Ability to communicate clearly; both orally and in writing
- Ability to learn and maintain good interpersonal skills
- Must be able to pass a criminal background check

Minimum Experience:

CONDITIONS OF WORK:

- Excess lifting
- May have to work in extreme weather conditions (excessive heat)

TERMS OF EMPLOYMENT:

- Applicants must be 14 – 24 years of age and must be able to pass a criminal history background check



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SALARY RANGE:

- Beginning at \$7.25 per hour

BEGINNING DATE:

- Summer schedule:
- Hours: 7:30 a.m. – 4:30 p.m.

LOCATION:

- Various locations

MAJOR RESPONSIBILITIES AND DUTIES:

1. Ability to handle and use cleaning materials safely and efficiently
2. Ability to understand and follow written and oral instructions
3. Ability to communicate clearly, both orally and in writing
4. Ability to establish and maintain good interpersonal relationships
5. Work closely with campus personnel and supervisor in establishing schedules
6. Comply with district policies, as well as state and federal laws and regulations
7. Adhere to the district's safety policies and procedures
8. Maintain confidentiality in the conduct of district business
9. Must be able to perform the essential functions of walking and interacting with district employees in the specific work site assigned (office setting)
10. Demonstrate regular and prompt attendance
11. Other duties as assigned



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APPLICATION PROCESS:

Applicants must submit:

Workforce Investment Act Summer Program Application, document showing parental income verification for economically disadvantaged status, birth certificate, social security card, driver's license/school ID and latest transcripts if currently in school, high school diploma or transcripts if graduated; high school dropout must submit a high school transcript; males age 18 or older must submit proof of Selective Service Registration

WORKING CONDITIONS:

Mental Demands/Physical Demands/Environmental Factors:

Work may require sufficient strength, agility and dexterity to perform all essential functions of the position including lifting and carrying materials and objects weighing up to 50 pounds, pushing and pulling hand dollies with loads up to 300 pounds, reaching in front of body and overhead; work also requires frequent sitting, walking, climbing, bending, kneeling, and squatting

Hazards/Unusual Demands

EVALUATION:

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: June, 2013