



Job Title: Burn Site Assistant
Department: Public Works - Street
FLSA Status: Non-Exempt, Hourly, Part Time
Revised Date: 10/5/21 (Council Creation)

Accountability

Under the direction of the Street Superintendent.

Job Summary

Under general supervision performs unskilled work in the operation of the City burn site during open Saturday hours.

Essential Job Functions

Opens and closes City burn site on Saturday's scheduled for public drop-off of accepted materials, including placement of temporary signage. Keeps record of persons dropping off materials during open hours (recording license plate numbers and make/model of vehicle). Capability to diagnose and advise persons unloading materials as to acceptability based on City's burn site permit from Nebraska Department of Environment and Energy (NDEE).

Knowledge, Abilities and Skills

Ability to climb, balance, stoop and kneel; ability to inspect lawn materials to ensure they comply with City burn permit; good oral communication skills required to effectively communicate with the public and supervisor about unacceptable materials; ability to regularly work Saturday mornings depending on seasonal burn site hours.

Education and Experience

None.

Special Requirements

Possession of a valid driver's license and sixteen (16) years of age at time of hiring. Candidate must have working cell phone. Familiarity to lawn materials preferred.

Note: *The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.*