

POSITION DESCRIPTION

CLASS TITLE: Temporary Park Laborer I
DEPARTMENT: Parks & Recreation
DIVISION: Parks
FLSA: Non-Exempt
RETIREMENT: N/A
DATE: February 15, 2018

GENERAL PURPOSE

Manual work performed of semi-skilled tasks of a physically demanding nature. Work involves the efficient performance of tasks requiring manual skills or with special knowledge acquired through on-the-job training or experience.

SUPERVISION RECEIVED

Work is subject to inspection while in progress and upon completion, although at times, employees of this class may work with little supervision in the performance of routine duties.

SUPERVISION EXERCISED: None

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Duties listed below do not include all tasks which may be performed.)

- Assists semi-skilled and skilled tradesman and/or maintenance personnel in the day-to-day maintenance operation of the parks and other municipality systems.
- Assists in the repair of park tables, benches and facilities and operates air compressors, mowing equipment (72" or smaller) and other equipment incidental to regular work assignments and performs other duties as required.
- Occasionally operates trucks without trailers or attachments.
- Sweeps and scrubs floors, washes walls, ceiling, windows, door panels, and sills of restrooms, parks buildings and other work areas.
- Empties trash barrels, transports trash and waste to disposal area and picks up litter from around parks buildings and grounds.
- Replenishes bathroom supplies, paints and refurbishes park trash barrels as needed.
- Maintains and waters shrubs, flowers and plant materials; cultivates trees and shrubs; fertilizes, trims and plants grass, flowers and shrubs; mows grass with a Zero Turn mower with a cutting up to but not to exceed 72"; operates hand saws (no chain saw) in cutting up tree branches and limbs.

*This position is *not* permitted to drive a CDL vehicle, pull trailers, drive tractors, operate a mower larger than 72" cutting width, use chain saws or gas powered hedge trimmers, fertilize or spray weed killers.

NECESSARY MINIMUM QUALIFICATIONS

- A. Must be 16 years of age or older
- B. Must possess a valid driver's license at time of application (and maintain for duration of employment) and meet insurability standards under fleet insurance policy.
- C. Must be able to read, speak and write English fluently.
- D. Must have the ability to be at work on time.

Necessary Knowledge, Skills and Abilities:

- A. Working knowledge of the types and uses of common hand tools, materials and standard equipment used in construction and maintenance work.
- B. Working knowledge of the precautions necessary to work safely with and around automotive and related construction and maintenance equipment.
- C. Ability to understand and carry out specific oral and written instructions, withstand prolonged exposure to variable weather conditions, perform manual tasks involving physical strength and endurance under variable weather conditions; ability to develop and maintain effective working relationships with the general public, department personnel and other City employees.

SPECIAL REQUIREMENTS

N/A

TOOLS AND EQUIPMENT USED

Pickup truck, lawn and landscaping equipment, including mowers up to but not exceeding 72" Zero Turn Mowers, edger's, weed trimmers, electric motors, pumps, sprinklers, irrigation systems, miscellaneous hand and power tools (no chain saws or hedge trimmers) for turf maintenance, carpentry (no skill saws), painting, plumbing, electrical, and cement finishing work, etc.

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. 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 reach with hands and arms. The employee frequently is required to stand, walk, and use hands to hold, grasp, seize or turn objects, tools or controls. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl, ability talk or hear.

The employee must occasionally 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 the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this 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 regularly works near moving mechanical parts and in outside weather conditions. The employee occasionally works in high, precarious places and is frequently exposed to wet and/or humidity conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration.

The noise level in the work environment is often loud.

SELECTION GUIDELINES

Formal application and review of qualifications, education and experiences; testing which may include: written and/or practical examination, oral interview; final selection, background investigation, reference check and post-offer medical examination to include a drug screen; and other job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPROVING AUTHORITY:

Department Head

Date

HR Director

Date