

LABORER—PARKS AND GROUNDS (DIVISION 1)

THE OPPORTUNITY:

The City of St. Joseph is looking for a qualified candidate to perform a broad range of manual labor and semi-skilled tasks involved with the operation of the Public Works Department

SUPERVISION RECEIVED:

Works under the direction of the Parks Superintendent or Parks Foreman.

SUPERVISION EXERCISED:

May supervise other laborers or seasonal or temporary employees, as assigned.

RESPONSIBILITIES:

An employee in this position may be called upon to do any or all of the following essential duties. (These examples do not include all of the duties which the employee may be expected to perform.)

- Performs unskilled or semi-skilled tasks related to the maintenance of City cemeteries, parks, and grounds, including mowing, edging, and watering lawns; leaf collection; pesticide application and weed control; planting and maintaining flower beds; landscaping; opening, closing, and cleaning restrooms; cleaning and maintaining parks and cemeteries buildings and facilities; digging graves; pouring monument and marker foundations; and setting up for burial services.
- Performs unskilled or semi-skilled tasks related to maintenance and upkeep of buildings and grounds, such as but not limited to lawn and garden maintenance, snow removal, sign replacement, debris removal, painting, sweeping and site clean up.
- Operates pickup trucks, light-duty dump trucks, tractors, mowing equipment, and other equipment not requiring specialized licenses or training. May remove snow using light-duty dump trucks, pickups, or specialized snow-removal equipment.
- Assists senior or more skilled employees performing skilled tasks.
- Performs routine preventive maintenance tasks such as checking filters and fluid levels for gas and diesel-powered vehicles, hydraulic systems, small engines, and equipment as assigned.
- Adheres to established safety policies and procedures and participates in safety instruction and programming.
- Accurately records activity, labor, and equipment time on time cards, in keeping with departmental policies. Records information related to vehicle usage, equipment, maintenance, work assignments and other activities.
- Adheres to established safety policies and procedures and participates in safety instruction and programming.
- Performs related work as required.

PREFERRED SKILLS AND QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and ability (KSA's) required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- May be required to work weekends, holidays and off hours.
- Knowledge of common tools and equipment used in the repair and maintenance of buildings, equipment, and grounds.
- Ability to maintain effective working relationships with fellow employees and the public.

REQUIREMENTS

Educational requirements include a high school diploma or the equivalent.

A valid Michigan Driver's license.

Ability to obtain a Class B Commercial Driver's License (CDL) within 120 days of hire

Ability to obtain a Michigan pesticide applicators certification within 90 days of hire.

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 stand; walk; sit; talk; hear; and use hands to finger, handle, or feel. The employee is regularly required to reach with hands and arms; stoop; kneel; crouch; and crawl. The employee is occasionally required to climb or balance, and travel to other locations. The employee must frequently lift and/or move up to 60 pounds. Specific vision abilities required by this job include peripheral vision, and depth perception.

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 is regularly exposed to moving mechanical parts and/or heavy equipment and all types of outside weather conditions. The employee is frequently exposed to fumes or airborne particles, and grease and oil from equipment. The employee is occasionally exposed to toxic or caustic chemicals, sharp or otherwise dangerous instruments or equipment, and vibration. The noise level is usually moderate to loud.