

CITY OF PAPILLION

JOB DESCRIPTION

POSITION TITLE: Seasonal Maintenance Laborer

REPORTS TO: Parks Department Director

SUPERVISES: -----

PURPOSE OF POSITION: Responsible for the performance of manual labor in various maintenance activities for city parks, right of ways and athletic fields.

ESSENTIAL FUNCTIONS:

Performs grounds maintenance activities including but not limited to, mowing, watering, string line trimming, edging, raking, etc.

Assists in the upkeep and maintenance of the city parks, athletic fields, recreational areas, right of ways and facilities through various activities including, but not limited to, mowing and string line trimming, edging, landscaping, trimming of trees and shrubs, athletic field maintenance etc; clear debris from city sidewalks, park areas, right of ways, trails, etc.

Operates departmental mowing equipment, vehicles and basic hand, power and electric tools in the performance of duties and according to established guidelines.

Responsible for the safe and efficient operation of various equipment, skills and techniques according to departmental policies and procedures.

Sweeps and picks up refuse in the streets, parks and other facilities; empties trash cans.

Loads, unloads and hauls materials and equipment to and from job sites.

Ensures the proper maintenance of tools and equipment by cleaning and checking tools and equipment after use.

Refers citizen complaints to the supervisor for resolution.

Establishes and maintains positive public relations with the general public, other employees, other governmental agencies and municipal officials.

MARGINAL FUNCTIONS:

Performs other duties as directed or as the situation dictates.

ESSENTIAL KNOWLEDGE, EXPERIENCE AND ABILITY:

Ability to learn the materials, procedures, methods and practices utilized in various parks department activities.

Ability to learn and apply the precautions necessary to work safely with and around automotive and mechanical equipment in order to promote a safe working environment.

Ability to learn and apply city policies and regulations which impact departmental activities.

Ability to learn to operate vehicles, machinery, equipment and tools pertaining to the duties performed.

Ability to learn the geography of the city.

Ability to deal with the general public in a courteous and tactful manner.

Ability to perform job duties efficiently while managing frequent interruptions.

Ability to plan and organize a personal work schedule, set priorities and meet deadlines.

Ability to understand and follow both oral and written instructions.

Ability to communicate effectively, verbally and in writing, in English.

Ability to establish and maintain effective working relationships with the general public, other employees, and municipal officials.

ESSENTIAL EDUCATION, CERTIFICATION AND/OR LICENSES:

1. Must possess a valid driver's license.
2. Must be bondable.
3. Must be at least 18 years of age at the time of hire.

ESSENTIAL PHYSICAL DEMANDS AND TYPICAL WORKING CONDITIONS:

Work is generally performed outdoors and requires a considerable amount of physical activity including walking, standing, kneeling, bending, crouching, reaching, and stooping. The incumbent must have the ability to transport themselves to and from various locations throughout the city. Duties require the ability to tolerate an indoor and outdoor work environment which includes contact with dirt, dust, chemicals, pesticides, noise and inclement weather conditions.

An incumbent must have the ability to lift up to 50 lbs. regularly many times on a occasional basis and must possess the coordination and manual dexterity necessary to operate hand and power tools and equipment utilized in the upkeep, repair and maintenance tasks. Must also

