Job Description

Job Title:	Laborer	Classification:	Unclassified
Department:	Parks and Public Works	Grade:	520
Status:	Seasonal	FLSA:	Non-Exempt

Primary Purpose

Under general supervision; performs strenuous unskilled labor, landscape, and grounds maintenance and similar duties.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Mows lawns and grounds, rakes leaves, trims plants and shrubs, and prunes bushes and trees. Clears ditches and cleans trolly steps during snow.
2. Physically moves large quantities of dirt and turf.
3. Operates equipment such as riding and push lawn mowers, brush hog, air hammer, weed eater, pickup and other small trucks.
4. Assists full-time staff in day-to-day tasks; performs a variety of physically strenuous activities at City facilities and on roadways, as needed.
5. Picks up trash; maintains clean appearance of facilities and grounds; provides preventative maintenance.
6. Cleans and maintains groundskeeping equipment and tools.
7. Cleans and maintains restrooms and other park/recreation facilities including picking up trash, washing facilities inside and out; ensures restrooms are supplied with soap, toilet paper, and paper towels; paints; performs minor plumbing repairs as necessary.
8. Performs building and grounds maintenance work necessary to ensure that City facilities are clean and neat.
9. Maintains buildings, grounds, and equipment at City facilities including sweeping and mopping floors, cleaning and sanitizing laboratory, restroom, and lunchroom areas; changes light bulbs; paints.
10. Contributes to the work team, communicates effectively with co-workers, both within and outside their department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

Other Duties

- Attends and participates effectively at departmental staff meetings, when requested.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Operating procedures and techniques for a variety of buildings and grounds maintenance tools and equipment; operating small engine power tools and equipment; general grounds/landscape maintenance procedures including the application of herbicides and insecticides.

Skill in: Establishing and maintaining effective working relationships with City employees and the public; understanding and following oral and written instructions; operating and maintaining a variety of tools and equipment; operating equipment and tools safely to reduce risk to self or others.

Education: High school diploma or GED is preferred; however current students are encouraged to apply.

Experience: No prior work experience required.

Licenses and Certifications: Possess and maintain a valid state issued driver's license.

Physical Demands Requirements and Working Conditions

This position works in an outdoor environment. Must possess mobility to work outside as well as inside City facilities, to operate a motor vehicle and drive on city streets; strength, stamina and mobility to perform light to heavy physical work in confined spaces; operate a variety of hand and power tools and equipment; vision to read printed manuals, materials, and work instructions; hearing and speech to communicate in-person and over the telephone and radio. Finger dexterity is needed to safely operate equipment and tools. The position requires walking, climbing, standing, reaching, twisting, squatting, pushing, and pulling for long periods of time. Positions in this classification bend, stoop, kneel, and reach while operating tools and equipment and completing tasks at ground level and overhead. Must be able to lift, carry, push, and pull materials and objects weighing up to 100 pounds or heavier weights with the use of proper equipment. Depending on assignment, exposure to herbicides and insecticides may be required. Work assignments require exposure to a variety of extreme weather conditions, exposed to loud noise levels, fumes and odors; may work in cramped spaces and conditions with poor lighting and ventilation; susceptible to mechanical hazards associated with equipment and other hazards due to working in and around traffic and public.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	