Job Description

Job Title:	Laborer I	Classification:	Classified
Department:	Parks and Public Works	Grade:	110
Occupational Group:	Maintenance and Trades	FLSA:	Non-Exempt
Status:	Full-Time	Supervisory:	No

Primary Purpose

Under general supervision and depending on the department and division assigned; performs strenuous unskilled and some semi-skilled labor of routine difficulty, semi-skilled building maintenance, routine landscape/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. The essential functions below include functions for the Labor I position in multiple departments and divisions. Certain essential functions below are specific to the department or division assigned.

1. Mows lawns and grounds, trims plants and shrubs, and prunes bushes and trees.
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 Equipment Operator in day-to-day tasks.
5. Picks up trash and maintains the clean appearance of facilities and grounds and 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, and painting/performing minor plumbing repairs as necessary.
8. Performs building and grounds maintenance work necessary to ensure that City facilities are clean and neat.
9. Maintains the buildings, grounds, and equipment at the city facilities, including sweeping and mopping floors, cleaning and sanitizing laboratory, restroom, and lunchroom areas, changing light bulbs, and painting.
10. Performs minor plumbing, carpentry, and miscellaneous repair/maintenance work with appropriate supervision for wastewater and building code positions.
11. Cleans clarifiers, sludge drying pits, and skims scum from digesters in wastewater positions.
12. Applies herbicides and insecticides, as necessary.
13. Performs a variety of strenuous manual labor activities associated with repairing/maintaining streets and alleys, setting, locating, and inventory of traffic signs, and signal lights, cleaning catch basins, and picking up and hauling trash and debris from City owned/maintained parks, golf courses, cemeteries, wastewater treatment plants, and buildings.
14. 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

- Depending on assignment, may train and direct the work of seasonal staff as needed.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Attends and participates effectively at departmental staff meetings.
- 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 and repairing small engine power tools and equipment; carpentry and painting procedures; occupational hazards and safety precautions for operating light and medium construction/maintenance equipment; general grounds/landscape maintenance procedures including the application of herbicides and insecticides.

Skill in: Establishing and maintaining effective working relationships with other City employees and the public; understanding and following oral and written instructions; routine repair of small gas engine powered tools and equipment and specialized maintenance tools and equipment as necessary; 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 equivalent is preferred, but not required.

Experience: Entry level position with no specific work experience required; some experience performing manual labor, including use of power tools and equipment, is required.

Licenses and Certifications: Possess and maintain a valid state issued driver's license. Based on assignment, possess and maintain a valid pesticide license as required by the Missouri Pesticide Use Act.

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. Must be 18 years of age at time of employment.

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