

**JOB DESCRIPTION
CITY OF ELDRIDGE**

TITLE: SEASONAL PARKS LABOROR

DEPT.: PUBLIC WORKS

FLSA: NON-EXEMPT

JOB SUMMARY:

Under the general supervision of the Operations Manager and Crew Leaders, the Parks Laborer performs general maintenance, works on special projects and general work activities of the City's grounds, parks, and equipment as directed. The Parks Laborer will also work in conjunction with assignments in the City's other departments. Work hours to be established and approved by the Public Works Director prior to working. Work hours may be changed at the discretion of the City due to inclement weather or available work needs.

ESSENTIAL FUNCTIONS:

As directed by the Public Works Director, Operations Manager, and Parks Crew Leader, Parks Laborers perform the following functions: Maintains municipal buildings and grounds. Operates mowing and trimming equipment. Repairs and maintains park structures. Inspects and maintains play apparatus. Grades and prepares athletic fields. Performs minor tree pruning. Assists with hooking up and winterizing restrooms and drinking fountains. Assists with cleaning, set-up and tear-down of special events. Removes trash and cleans maintenance areas, shelters, and rest rooms. Keeps grounds free of garbage, sticks and debris. Assists other City departments as requested.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Knowledge of the operating characteristics and ability to use various tractors with attachments, mowers, weed eaters, chain saws, hedge trimmers, power washers, ladders, and hand tools used in various grounds maintenance functions. Ability to perform a variety of laboring and semi-skilled tasks in the operation, maintenance and repair of various types of equipment and structures. Ability to work with contractors and vendors in a professional and business manner. Ability to follow written and oral directions. Regular attendance. Ability to deal with fellow employees and the public tactfully and courteously.

WORKING CONDITIONS and REQUIREMENTS

Outside and inside work in all types of weather. Involves and requires frequent standing, walking, sitting, stooping, crouching, reaching, and handling. Work requires moderate physical strength moving, lifting, carrying objects, tools, and supplies customarily weighing up to 50 lbs or more. Requires vision correctable to 20/20 and hearing correctable to within

normal adult range. Moderate exposure to moving parts, shock, burns, toxic and non-caustic agents and similar work hazards. Requires extensive eye/hand/foot coordination, manual dexterity and motor coordination in the operation, maintenance and repair of equipment and facilities. Must possess a high school education or G.E.D. and a valid Iowa Driver's License. Position is subject to random drug testing according to the City's current testing policy.

DISCLAIMER:

All duties and requirements of this job classification have been determined by the employer to be essential job functions consistent with the ADA requirements and are representative of the functions that are necessary for successful job performance. They do not, however, reflect the only duties required. Employees in this job classification will be expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose or intent of the position.

ACKNOWLEDGEMENT:

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the City of Eldridge reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the City of Eldridge. I understand that I may be required to work different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the City of Eldridge has a similar right.

Employee's signature _____ Date _____ Department Head _____ Date