

CITY OF PARKVILLE JOB DESCRIPTION

LABORER

Title: Laborer

Department: Public Works

Supervisor: Director of Operations

FLSA Status: Non-exempt

Pay Grade: \$31,363-\$44,210

Schedule: Full-time; Variable

This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.

General statement of main duties:

Laborer is responsible for public works related maintenance duties and possesses the knowledge to use some heavy equipment like a rubber tire backhoe and skid loader.

Minimum Qualifications:

High School Diploma or GED

Valid Driver's License and good driving record

Knowledge of duties described

Essential Job Functions:

1. Participates in repair of asphalt, concrete, gravel, and dirt surfaced streets, alleys, and sidewalks; installs, repairs and maintains drainage structures such as culverts, storm sewers, catch basins, head walls, and appurtenances. (Daily)
2. Performs all general mowing and trimming maintenance of city parks, designated buildings and Right-of Ways (Daily)
3. Removes trash and debris from city parks and lots (Daily)
4. Ability to learn to operate an asphalt roller, a rubber tired backhoe, skid loader, or other rubber tire loaders, and flatbed dump trucks in transporting personnel, materials, and supplies place to place as well as performs ice control and snow plowing/removal activities. (Daily)
5. Operates tractors for mowing operations and may use small lawn tractors or self-propelled deck mowers and weed eating type mowers. (Weekly)
6. Performs machinery and vehicle maintenance. (Daily)
7. Operates jackhammers, air compressors, chisel drills and other related pneumatic equipment. (Weekly)
8. Remains on alert 24 hours for snow removal and other activities. (Daily)
9. Assist in set up operations for meetings. (Monthly)
10. Cross-over laborer work to as needed in Parks, Sewer, and Nature Sanctuary Divisions as directed by the Director of Operations or Public Works Director. (Monthly)

11. Performs set-up and tear-down for events and festivals. (Monthly)
12. Performs inspection of the park amenities. (Daily)
13. Performs playground inspection and maintenance. (Monthly)
14. Performs park maintenance i.e. trail resurfacing, fountain, buildings. (Weekly)
15. Performs park construction projects i.e. electrical, concrete, plumbing & grading. (Monthly)
16. Perform tree pruning of trees in City Parks and rights-of-way. (Monthly)
17. Participates in City clean-up events. (Annually)
18. Any other duties assigned by the Director of Operations or Public Works Director.

Required Knowledge, Skills and Abilities:

- Communicate and work effectively with co-workers and the public
- Must be able to work without supervision and be able to make decisions in the Director’s absence
- Must have knowledge of power tools and heavy equipment operation
- Must have basic skills in various areas of construction
- Must be able to learn basic wiring and electrical concepts and follow safe working practices
- Must be able to control and maneuver 1 ton dump truck, spreader and plow for snow and ice removal operations
- Must have strength and ability sufficient to lift and maneuver objects, to climb and to walk over rugged terrain

Work Environment and Equipment Utilized

This position will primarily function in an outside environment. The position will be exposed to inclement weather conditions. Laborer will work on and around mechanical or motorized equipment including tractors and vehicles. Irregular and overtime hours may be required.

Employee Signature/Date

Supervisor Signature/Date

Department Head Signature/Date

Finance/HR Director Signature/Date

City Administrator Signature/Date