

Town of Jamestown

Job Description

Job Title: Parks & Recreation Laborer

Reports to: Parks & Recreation Supervisor

Department: Parks & Recreation

Union: None

Summary of Duties and Responsibilities

A person in this semi-skilled position, under the general supervision of the Parks & Recreation Maintenance Supervisor, is responsible for manual work in the maintenance of all municipal park facilities in the Town including ball fields, playgrounds, buildings, beaches, campgrounds and site amenities.

Essential Duties and Responsibilities

- Provides trash pick-up, weeding, repair work, leaf cleanup, restroom cleaning, painting, setup of facilities for events, preparing ball fields for use;
- Mows lawns, trims edges, prunes trees and shrubs, cuts brush, rakes leaves;
- Plants grass, flowers, shrubs and trees;
- Operates riding mowers, hand mowers and a variety of related power and hand tools and equipment;
- Measures, lines, grades and maintains baseball, softball and soccer fields;
- Performs minor maintenance and servicing of mowers and related equipment;
- Drives a pickup and/or dump truck with trailer;
- Plows snow, and/or uses snow blower to clear sidewalks and parking areas;
- Performs all maintenance duties required at Town-run campground; including but not limited to minor plumbing and electrical repairs;
- Performs other duties are assigned and consistent with this position.

Peripheral Duties

May be assigned to other Town departments on a temporary or emergency basis at the discretion of Town Administrator or Department Director.

Desired Minimum Qualifications

Education and Experience

High school diploma or GED equivalent and some experience in the operation of pickup trucks, dump trucks, compact riding tractor, other grounds care equipment, or an equivalent combination of education and experience.

Necessary Knowledge, Skills and Capabilities

Knowledge of the operation and maintenance of grounds care equipment; knowledge of the operation and maintenance of pickup trucks, dump trucks, and compact lawn tractor.

Ability to follow and understand written and oral instructions; ability to perform heavy manual labor for extended periods under unfavorable weather conditions; ability to work independently; ability to work with other maintenance personnel; ability to deal with the general public on a daily basis in a helpful and courteous manner; ability to perform general plumbing, electrical, janitorial and other building maintenance tasks;

Skill in the safe and efficient operation of trucks, riding compact tractors and grounds care equipment.

Must be able to read and understand safety manuals and product labels.

Special Requirements

Must be able to obtain and hold a valid Class A Commercial Driver's license with all applicable type ratings, certifications and endorsements as required.

Tools and Equipment Used

Pickup trucks, small backhoe, dump truck with trailer, snow plow and snow blower, compact tractor for beach raking and lawn care, other lawn and landscaping equipment including tractors, mowers, chain saws, power saws, sanders, routers, torches, edger, weed trimmers, electric motors, pumps, sprinklers, irrigation systems, miscellaneous hand and power tools for turf maintenance, carpentry, painting, plumbing, electrical and cement finishing work.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential job functions of a Parks & Recreation Laborer. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk, and use hands to finger, handle,

feel or operate objects, tools or controls. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl; and talk and hear.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision peripheral vision, depth perception, and the ability to adjust focus.

Physical Environment/Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts and outside weather conditions. The employee frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually loud.

Selection Guidelines

Formal application, rating of education and experience; oral interview(s) and reference checks; and job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective: October 16, 2014

William J. Piva, Director, Jamestown
Parks & Recreation