TO: All Departments

FROM: Ray Wright, Jr., Director of Parks & Beautification

DATE: 5/11/2021

RE: Job Posting for a Laborer

A job posting exists in the Parks and Recreation Division for a Laborer. If this position is not filled by a current employee of the city within ten (10) working days of this notice, it will be open to the public on __5/12/2021__.

DEFINITION/DISTINGUISHING CHARACTERISTIC OF JOB
Under general supervision is responsible for work of routine difficulty in performing manual labor; performs related work as required.

EXAMPLE OF DUTIES
Performs manual tasks involving the maintenance and cleaning of ditches, sewer lines, streets and storm drains; maintains flower beds and other plant areas; dig and fills holes with pick and shovel; repairs drain boxes and sewer pipes by mixing cement; constructs sewer taps; sets up barricades, flares, or lights; patches asphalt, concrete and gravel streets; digs and cut ditches to grade; installs pipes in ditches; use push tool and equipment such as pick, shovel, asphalt, rake air hammer, and brooms; operates and does routine maintenance on small mowers and equipment assigned; reports mechanical failures and need for repairs; mechanical maintenance under supervision; loads and unload peripheral equipment and related materials; and joins other crew member in manual labor as necessary.

Specific Duties
1. Keeps up flower beds
2. Mows grass
3. Empties trash cans into dumpster
4. Weed eating
5. Empties trash
6. Keeps monuments presentable and clean
7. Washes windows
8. Able to lift at least 50 lbs.
9. At times will be asked to work with maintenance in emergency situation which may require working more than 8 hours shift

Skills, Knowledge and Abilities
Ability to understand and follow oral and written instruction and to do heavy manual labor for extended periods; learn from the on the job training in use of mechanical equipment.

Licenses and Certificates
Driver’s license