

City of Devine

Job Description

Job Title: Parks Department Helper / Laborer

Reports To: Director of Public Works

Date: June 2018

DEFINITION

This position is under the supervision of the Director or assigned Crew Leader. The employee performs work outside subject to the hazards of working in the proximity of traffic, construction work, standing/walking for extended periods, climbing ladders, working in uncomfortable positions, heavy lifting, noise, dirt, dust and fumes.

ESSENTIAL FUNCTIONS OF THE JOB (The listed examples may not include all duties performed by the person in this position. Duties may vary from time to time and are at the discretion of the City Administrator and/or Public Works Director. All requirements are subject to possible modification to reasonably accommodate an individual with a disability).

- Perform various unskilled duties such as digging ditches, mowing, pruning, planting, and raking;
- Operate various hand/gas tools, such as weed eaters, chain saws, riding lawn mowers, shovels, picks, pneumatic tools, and vehicles including tractors, backhoe and dump truck;
- Performs manual repetitive work such as loading/unloading and carrying materials, supplies/equipment; staging work areas, repairing parks lots and walking trails both asphalt and concrete; and cleaning tools and work areas;
- Performs a variety of general labor duties such as painting, cleaning, weed spraying, brush and weed trimming; pertaining to general parks and public works maintenance;
- Removes debris from parks facilities including grounds, fields, catch basins, drainage ways, playgrounds, buildings, fields and other City Property;
- Loads and unloads dirt, gravel, trash, refuse and other debris;
- Performs routine maintenance on machinery and tools, adheres to safety rules and regulations;
- Performs such other duties as may from time to time be designated or required.

REQUIRED KNOWLEDGE AND ABILITIES

- Knowledge of the materials and equipment used in general maintenance and construction work of parks and public works;
- Knowledge of occupational hazards and safety precautions;
- Ability to carry out instructions;
- Ability to establish and maintain effective working relationships with other employees and members of the general public.
- Ability to work independently with little to no supervision

QUALIFICATIONS – Any combination of training and experience equivalent to:

- Graduate of an accredited high school or GED;
- Experience in performing heavy manual work, preferably in a Park setting;
- Must possess a valid driver's license in the State of Texas

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check. Must successfully complete screening examinations, physical abilities test, and other job related tests as required, background checks, drug screening, employment physical and other processes as may be determined by the City Council.

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 City of Devine is an "at will" employer. 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.

I, employee, understand that this document is not to be construed as a contract, either implied or explicit. All the information contained herein is merely an attempt by the City of Devine to explain the essential duties that I am expected to perform. I understand that, at my supervisor's discretion, additional duties and responsibilities may be placed upon me at any time. I have been furnished a copy of this job description.

Employee's Signature: _____ *Date:* _____