



Job Description

Park & Recreation Laborer I

DEPARTMENT: Parks and Recreation

POSITION CODE:

EXEMPT(Y/N): No

PAY GRADE: 104

REPORTS TO: Maintenance and Beautification Director

MEETING PERFORMANCE EXPECTATIONS

To perform this job successfully, an individual must perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUMMARY:

This full-time position is responsible for performing routine maintenance work in and around recreation facilities in accordance with all applicable laws and City of Pascagoula policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Operates a small dump truck to transport sand, clay, soil and supplies.
- Operates a light truck to carry tools, equipment supplies, and crews to and from job sites.
- Operates a tractor with front-end loader and box blades to prepare ball fields; occasionally services and performs minor repairs on automotive equipment.
- Assists in loading and unloading materials and equipment.
- Serves as a maintenance man as needed. Changes light bulbs and performs other repair work;
- Assists in setting up displays and equipment for special events, such as Christmas program, parades, ball fields, soccer fields, etc.
- Performs general cleaning and janitorial tasks in and around City facilities;
- Trims tree limbs and bushes and performs general yard work such as mowing and edging;
- Determines the equipment and supplies needed to perform duties.
- Makes periodic checks of City facilities to determine repair needs.
- Prepares and lines off all types of fields such as baseball, softball, football, and soccer.
- Makes minor repairs to Recreational properties such as parks, playgrounds, piers, buildings and fences.
- Performs garbage runs twice a week at all parks; empties trash into dumpsters; picks up litter; ensures the safety and security of each park.
- Any other duties assigned by the Maintenance and Beautification Director.

The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related, or a logical assignment of the position.

QUALIFICATION REQUIREMENTS:

The requirements listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential functions of this position.

SUPERVISORY REQUIREMENT:

This position does not supervise any employees.

EDUCATION and/or EXPERIENCE:

Some experience in the operation of automotive equipment, tractors, and trucks; preparing fields for regular play; maintaining recreation equipment and buildings; and completion of a standard grade school course or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

SPECIAL QUALIFICATIONS:

Knowledge of traffic rules; mechanical aptitude; ability to make minor repairs and adjustments to equipment; dependability; knowledge of skill and semi-skill trades such as, carpentry and plumbing and a valid Mississippi driver's license is required.

LANGUAGE AND REASONING SKILLS:

Ability to understand written or oral instructions; read, analyze and interpret documents, instruction manuals, policies and procedures is essential. Strong interpersonal skills are essential to maintain effective working relationships with others. The ability to work effectively and efficiently to ensure deadlines are met is essential. Must have demonstrated, through prior work experience, the ability to identify and resolve problems while adhering to an appropriate policy and procedure.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is also regularly required to stand; walk; sit; and use hands to finger, handle or feel objects, tools or controls. The employee is occasionally required to reach with hands and arms, and to sit; climb or balance and stoop, kneel, crouch or crawl, lift and move heavy objects and operate lawn care equipment. The employee is required to lift objects weighing 50 lbs or more and operate mowers and tractors.

WORKING ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The majority of work is performed outdoors in all types of weather conditions. The noise level in the work environment is usually moderate.