LABORER

Job Profile

Job Code : Not Indicated	**Job Group :** Not Indicated
Job Grade : Not Indicated	**Job Family :** Not Indicated
Department Name For This Position : Park Labor	**Position Reports To :** Grounds & Maintenance Superintendent
Physical Location For This Position : Not Indicated	**This Position Is :** Non Exempt
This position is safety sensitive : Yes	**Security Sensitive :** No

GENERAL DESCRIPTION OF POSITION

Park Laborers keep up the appearance, health, and safety of landscapes and facilities in Bryant Parks. They maintain jogging and biking paths, hiking trails, athletic fields, playgrounds, picnic tables, benches, lawns, flower beds, and gardens. They take the initiative to ensure the parks meet the standard of excellence and vision of the Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Cleans and maintains public restrooms

Maintains park appearances by removing trash, debris, etc

Performs manual construction and maintenance work as directed by supervisor

Operates equipment such as weed eaters, walk mowers, and other small engine machinery

Regularly uses hand tools, such as rakes, shovels, etc.

Operates larger equipment, such as riding mowers, tractors, field groomers, etc.

Regularly prepares athletic fields for events

Ability to interact with the public in a respectful and informative manner Completes daily logs and reports as assigned

Ability to follow directions and complete assigned work in a timely manner Regular and punctual attendance

Ability to interact with team members

Will be required to work seasonal overtime and weekends.

Reports maintenance needs and abnormalities found in the parks

Other duties as assigned

SUPERVISORY RESPONSIBILITIES

RESPONSIBILITIES FOR WORK OF OTHERS

No supervision.

RESPONSIBILITY FOR FUNDS, EQUIPMENT, PROPERTY, ETC.

REGULARLY responsible for funds, building premises, inventory, or other property owned, controlled, or leased by the organization and, in addition, may have temporary custody and responsibility of patron property, which through carelessness, error, loss, theft, misappropriation, or similar action would result in VERY important monetary losses to the organization. The total value for the above would range form $1,000,000 to $10,000,000.

What departments (if any) are supervised by this position? : Not Indicated

EDUCATION AND EXPERIENCE

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Mental alertness and adaptability to office and field area work routines. Equivalent to four years high school or GED, with particular emphasis during high school in office skills, shop skills, or others.

EXPERIENCE GENERAL

12 to 18 months related experience and/or training.

EXPERIENCE MANAGEMENT

Not Required

WORK SKILLS

ANALYTICAL ABILITY/ PROBLEM SOLVING

MODERATELY STRUCTURED. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

PLANNING

CONSIDERABLE RESPONSIBILITY with regard to GENERAL ASSIGNMENTS in planning time, method, manner, and/or sequence of performance of own work; may also OCCASIONALLY assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit FREQUENT opportunity for decision-making of MINOR IMPORTANCE and also FREQUENT opportunity for decision-making of MAJOR IMPORTANCE; the latter of which would affect the work operations of OTHER EMPLOYEES and/or CLIENTELE to a MODERATE DEGREE.

SUPERVISION RECEIVED

Under GENERAL SUPERVISION where standard practice enables the employee to PROCEED ALONE on routine work, referring all questionable cases to supervisor.

ACCURACY

Probable errors of INTERNAL SCOPE should ordinarily be DETECTED WITHIN THE DEPARTMENT OR OFFICE in which they occur, but MAY AFFECT THE WORK OF OTHERS WITHIN THE UNIT, requiring additional expenditure of time to trace errors and make all necessary corrections. Errors would require a moderate amount of time to correct.

MATHEMATICAL SKILLS

Not Indicated

CRITICAL THINKING SKILLS

Not Indicated

MENTAL DEMAND

MODERATE MENTAL DEMAND. Operations requiring ALMOST CONTINUOUS ATTENTION, but work is sufficiently repetitive that a HABIT CYCLE IS FORMED; operations REQUIRING INTERMITTENT DIRECTED THINKING to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

COMMUNICATION SKILLS

ACCOUNTABILITES

FREEDOM TO ACT

DEFINED. Semi-repetitive prescribed processes and procedures with nearby supervision.

ANNUAL MONETARY IMPACT

SMALL: Job creates a monetary impact for the organization from $100K to $1MM.

IMPACT OF JOB ON END RESULTS

MODEST IMPACT. Job has some impact on the organization's end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

CERTIFICATES, LICENSES, REGISTRATIONS REQUIRED

Valid Arkansas drivers license or a valid drivers license recognized by the state of Arkansas.

CERTIFICATES, LICENSES, REGISTRATIONS PREFERRED

Not Indicated

CONTACTS WITH PUBLIC AND EMPLOYEES

CONTACTS WITH PUBLIC

FREQUENT CONTACTS with general public, patrons, or other outside representatives, wherein the manner of handling these contacts has a bearing on the organization's position and operation.

CONTACTS WITH EMPLOYEES

Contacts OCCASIONALLY with others beyond immediate associates, but generally of a ROUTINE NATURE. May obtain, present or discuss data, but only as it pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

OCCASIONAL USE OF COMPLEX machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

SOFTWARE SKILLS REQUIRED

- 10-Key : None
- Accounting: None
- Alphanumeric Data Entry: None
- Contact Management: None
- Database: None
- Human Resources Systems: None
- Payroll Systems: None
- Presentation/PowerPoint: None
- Programming Languages: None
- Spreadsheet: None
- Word Processing/Typing: None
- Other: Not Indicated

PHYSICAL DEMANDS

PHYSICAL ACTIVITIES

- Stand: Never
- Walk: Never

- Sit: Never
- Use hands to finger, handle, or feel: Never
- Reach with hands and arms: Never
- Climb or balance: Never
- Stoop, kneel, crouch, or crawl: Never
- Talk or hear: Never
- Taste or smell: Never

WEIGHT LIFTED

- Up to 10 pounds: Never
- Up to 25 pounds: Never
- Up to 50 pounds: Never
- Up to 100 pounds: Never
- More than 100 pounds: Never

VISION REQUIREMENTS

PHYSICAL DEMAND

HIGHLY REPETITIVE, MODERATELY PHYSICAL. HIGHLY REPETITIVE type of work which requires SOMEWHAT DIVERSIFIED physical demands of the employee.

WORK ENVIRONMENT

ENVIRONMENTAL CONDITIONS

- Work near moving mechanical parts (spinning shafts, engines, lifts, etc.): Never
- Work in high, precarious places (tall structures, bucket lifts, extension ladders, etc.): Never
- Fumes or airborne particles (painting, sanding, solvents, flying lint or dust particles, etc.): Never
- Toxic or caustic chemicals (including potential for chemical spills, etc.): Never
- Outdoor weather conditions (exposure to outdoor heat, cold or inclement weather): Never
- Wet or humid conditions (not weather-related, such as greenhouse, carwash, etc.): Never
- Extreme cold (not weather-related, such as freezer, cold storage, etc.): Never
- Extreme heat (not weather-related, such as furnace, kitchen, ovens, etc. where temperature is regularly above 100 degrees F): Never
- Risk of electrical shock (live electrical wires, equipment that retains power after shutoff): Never
- Work with explosives (TNT, dynamite, nitroglycerine, or other related explosives):

Never

- Risk of radiation (x-ray equipment, nuclear radiation, electromagnetic radiation, etc.): Never
- Vibration (jackhammer, soil compactor, equipment that creates high vibration, etc.): Never

LEVEL OF NOISE

Very quiet (forest trail, isolation booth for hearing test, etc.)

WORKING CONDITIONS

Outside working environment, wherein there are disagreeable working conditions part of the time.

ADDITIONAL INFORMATION

Completed by: Charlotte Rue

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