

# CITY OF BONDURANT

## JOB DESCRIPTION

Name \_\_\_\_\_ Department: RU / PK / CE  
Title: Seasonal General Laborer FLSA: Non-Exempt  
Date: May 01, 2000 Reports to: Superintendent/BldgGrounds

### **PURPOSE OF POSITION / SUMMARY**

Under general to direct supervision, performs manual labor and semi-skilled work often involving the operation of light to medium duty construction and maintenance equipment. Employee must show fundamental knowledge of how to use the machinery and the general ability to follow instructions. This seasonal position is compensated on an hourly basis.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following duties are normal for this position. They are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Example of Essential Duties and Responsibilities:

- 1) Performs duties relating to building and grounds maintenance.
- 2) Mow grass and weeds, cuts brush, trims trees, and performs site clean up.
- 3) Constructs and repairs buildings, playground equipment, fences and other park facilities using manual labor and equipment as needed.
- 4) Safely operates maintenance and construction equipment, which may include, but is not limited to: dump trucks, tractors, mowers, chain saws, weed-eaters, and other equipment as needed.
- 5) Operates painting equipment to maintain the appearance of facilities and streets.
- 6) Loads and unloads heavy objects, materials, and supplies as needed.
- 7) Performs routine maintenance and repairs on equipment.
- 8) Prepares recreation fields and facilities for use.
- 9) Repairs, replaces, and maintains street signs and markers.
- 10) Assists other City departments as directed.
- 11) Attends safety meetings and seminars as required.
- 12) Performs other duties as apparent or assigned.

## **PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS**

Required Physical Activities: Carrying, Climbing, Balancing, Stooping, Kneeling, Crouching, Crawling, Reaching, Standing, Walking, Pushing, Pulling, Lifting, Grasping, Fingering, Talking, Hearing.

Physical Characteristics of the Job: Heavy work requiring exertion of up to 100 pounds of force occasionally and exertion of up to 50 pounds of force frequently.

Environmental Conditions: The work is performed primarily outside and includes seasonal exposure to heat, wind, rain, and other weather conditions. The worker is also exposed to awkward or confining work space, darkness or poor lighting, dirt/dust, fumes/odors, moving machinery, noise, vibration, visual strain, wetness/humidity, working on uneven ground, mechanical hazards, chemical hazards, and traffic hazards.

## **EQUIPMENT AND MATERIALS USED:**

Truck and attachments, tractor and attachments, mowers and attachments, trimmers, air compressor, pumps, drills, saws, grinders, ladders, generators, chains, extension cords, measuring equipment, jackhammer, sledgehammer, pick-ax, winch, hoses, oil, concrete and asphalt tools, hydraulic tools, traffic control equipment, calculator, telephone, MSDS information, OSHA regulations, and other equipment as required.

## **EMPLOYMENT STANDARDS:**

Required Knowledge, Skills, and Abilities:

- Ability to follow one or two step verbal or demonstrated instructions.
- Ability to perform simple addition and subtraction, copy figures, count, and record numbers.
- Ability to read and write identifying information; request supplies verbally or in writing.
- Ability to operate, or learn how to operate, light construction equipment in a safe and competent manner.
- Ability to perform manual labor for extended periods of time often in inclement weather.
- Ability to use a cellular telephone.
- Knowledge of traffic laws and regulations involved in equipment operation.
- Knowledge of occupational hazards and safety precautions associated with the operation of tools and equipment.
- Ability to establish and maintain an effective working relationship with co-workers and the public.
- Ability to pass a pre-employment physical and a non-CDL required drug screen.

Education, Training and Experience:

Education Preferred: Graduation or working toward graduation from High School or equivalent (G.E.D.).

Experience Preferred: Six months to one year of operating light to medium construction equipment or six months to one year in a mechanical position.

Required Special Qualifications:

- ◆ Shall be generally available for off-hour emergencies and/or work assignments.

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I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

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Date

Employee's Signature

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Date

City Administrator's Signature

*The City of Bondurant is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.*