

TOWN OF CONWAY

JOB TITLE: PARKS MAINTENANCE WORKER/HIGHWAY LABORER

JOB DESCRIPTION: Performs routine work of unskilled or semi-skilled tasks, requiring the ability to do heavy physical labor efficiently.

ACCOUNTABILITY: Supervised by the Parks & Grounds Foreman/Highway Foreman.

EQUIPMENT USED: Hand and power tools; light construction tools, equipment and vehicles. Operates small trucks, sidewalk machines, snow plows and related equipment, ride-on and walk-behind mowing equipment; utilize a wide variety of construction tools and mechanical equipment;

ENVIRONMENT: Inside: 10% Outside: 90%

DUTIES AND RESPONSIBILITIES:

Loads and unloads stone, gravels, dirt, asphalt, timber, and heavy mechanical equipment.

Shovels, rakes, and hand rolls asphalt, and mixes cement.

Attaches and removes snow plows and associated equipment from vehicles and assists in plowing snow, salting and sanding operations, or other activities to mitigate conditions caused by extreme weather conditions.

Uses and performs preventative/routine maintenance on hand tools and other machinery which may include, but not be limited to, mowers, brush cutters, chainsaws, weed whackers, etc.

Occasionally performs traffic control functions at job sites.

Performs mowing, weeding, trimming, pruning, cultivating, fertilizing, pest control, planting and cleaning of lawns, trees, plants, and parks;

Removes and disposes of trash and litter;

Maintains equipment, buildings and facilities;

Maintains irrigation systems;

Performs construction and demolition of park facilities, drainage, low-voltage electrical and irrigation systems for new, expanded and renovated park facilities;

Performs minor plumbing or building repair duties;

May be required to utilize computers to maintain records or perform various duties.

Maintain effective working relationships with other employees and the public.

Availability – 24 hours per day to meet emergency situations.

Performs related work as required.

PHYSICAL ACTIVITY REQUIREMENTS:

Primary Requirements

LIFT up to 10 lbs: Constantly required.
LIFT 11 to 25 lbs: Frequently required.
LIFT 26 to 50 lbs: Frequently required.
LIFT OVER 50 lbs: Occasionally required. Assistance may be available.

CARRY up to 10 lbs: Frequently required.
CARRY 11 to 25 lbs: Frequently required.
CARRY 26 to 50 lbs: Occasionally required.
CARRY over 50 lbs: Occasionally required. Assistance may be available.

REACH above shoulder height: Occasionally required.
REACH at shoulder height: Constantly required.
REACH below shoulder height: Frequently required.

PUSH/PULL: Frequently required.

Hand Manipulation:

Grasping: Constantly required.
Handling: Constantly required.
Torquing: Occasionally required.
Fingering: Frequently required.

Controls and Equipment: Hand and power tools and equipment; motor vehicles: telephone.

OTHER CONSIDERATIONS

Twisting: Occasionally required.
Bending: Frequently required.
Crawling: Rarely required.
Squatting: Rarely required.
Kneeling: Rarely required.
Crouching: Rarely required.
Climbing: Occasionally required.
Balancing: Not required.

WORK SURFACE(S):

Rough, wet, slippery terrain. Concrete floor, dirt surface. Vehicle and equipment cabs.

DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:

	<u>Consecutive Hours</u>
Sit	<1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8

	<u>Total Hours</u>
Sit	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8

COGNITIVE AND SENSORY REQUIREMENTS:

Talking: Necessary for communicating with others.
Hearing: Necessary for receiving instructions.
Sight: Necessary to perform job effectively.
Tasting & Smelling: Necessary for detecting fumes and gases.

SPECIFIC VOCATIONAL PREPARATION REQUIREMENT(S):

- 1. Short demonstration only.
- 2. Any beyond short demonstration up to and including 30 days.
- 3. 30-90 days.
- 4. 91-180 days.
- 5. 181 days to 1 year.
- 6. 1 to 2 years.
- 7. 2 to 4 years.
- 8. 4-10 years.
- 9. Over 10 years.

LICENSURE/CERTIFICATION REQUIREMENTS:

Applicants are expected to attain their herbicide application license within the first year of employment.

TRAINING, SKILLS AND EXPERIENCE REQUIREMENTS:

High School Degree. At least six months experience performing laboring, grounds or building maintenance work; OR any combination of education and experience which demonstrates possession of the of the required knowledge, skill and ability.

Ability to:

Work independently; exercise good judgment; listen, understand, retain, follow, communicate, and apply verbal and written instructions and directions; effectively and safely operate equipment and tools; establish and maintain cooperative working relationships with others; respond courteously to public inquiries and interact effectively with a variety of different customers; recognize and use safe work practices; retain and apply specific and general information concerning equipment, functions, and projects.

SUMMARY OF OCCUPATIONAL EXPOSURES:

May be exposed to herbicides, pesticides, fuels, paint, solvents, hydraulic fluids, fertilizers.

May be exposed to long periods of sunlight.

May be exposed to poison ivy, oak, or sumac, and insects such as wasps, hornets, bees, etc.

OTHER CONSIDERATIONS AND REQUIREMENTS:

Work assignments of a repetitive nature, once learned, can be executed under general supervision. Work may be constantly checked by senior department personnel to ensure accuracy and completeness of assignments. Work often involves heavy physical exertion in extremes of heat, cold, and wet weather. The position is available for weekend work rotation and provides assistance to other departments in emergency and non-routine situations.