

Greenville Park Commission
Job Description

Job Title: Laborer

Exempt (Y/N): No	Job Code: 340
Salary Level: \$8.17	Shift: Flexible
Division: Maintenance	Location: Maintenance Shop
Department: Parks & Recreation	Employee Name:
Supervisor: Maintenance Shop Foreman	Date:
Prepared By: Director of Parks & Recreation	
Approved By: Greenville Park Commission Board	

COMMENTS:

I HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE ATTACHED JOB DESCRIPTION:

EMPLOYEE SIGNATURE

WITNESS

DATE

Greenville Park Commission
Job Description

Job Title: Laborer

Exempt (Y/N): No	Job Code: 340
Salary Level: \$7.76 Starting	Shift: Flexible
Division: Maintenance	Location: Maintenance Shop
Department: Parks & Recreation	Employee Name:
Supervisor: Maintenance Shop Foreman	Date:
Prepared By: Director of Parks & Recreation	
Approved By: Greenville Park Commission Board	

SUMMARY: This is work of a semi-skilled nature.

Work of this class involves performance of manual tasks of a nature requiring some limited skills or special knowledge required through work experience. Assignments frequently include the use of standard or specialized hand tools, power operated devices or other equipment. Assignments also may include the occasional operation of trucks and other automotive or construction equipment incidental to regular duties. Although some assignments may be carried out under general supervision, work usually is performed under the direction of the Golf Course Manager who issues general or specific orders depending on the assignment. Work results are checked for adherence to instructions and conformance with established standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Performs semi-skilled duties in one or more trades in construction, alteration, maintenance, and repair of Park Commission facilities.

May act as a lead man on a crew working independently from the direct supervision of the maintenance shop foreman in carrying out duties.

Assist in the installation and maintenance of water lines.

Assist in the development and carry out plans for a yearly maintenance program.

Assist in conducting analysis of soil varieties for purposes of nutritional requirements.

Assist in performing equipment maintenance and repairs.

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

Some knowledge of the methods, materials, tools, and equipment utilized in area of assignment.

Some knowledge of the work hazards and applicable safety precautions associated with the area of work assignments.

Knowledge and experience in turf propagation; cultivation; agricultural equipment and mechanics; irrigation and drainage systems; automatic controls; horticulture; and insect and pest control.

Knowledge of equipment maintenance and repairs.

Ability to follow oral and written instructions.

EDUCATION and/or EXPERIENCE:

Less than high school education; or up to one month related experience or training; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.

MATHEMATICAL SKILLS:

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY:

Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid MS Drivers' License.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to fingers, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop; kneel; crouch, or crawl.

The employee must regularly lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee is occasionally exposed to toxic or caustic chemicals.

The noise level in the work environment is usually loud.