

Greenville Park Commission
Job Description

Job Title: Tractor Driver/Seasonal

Exempt (Y/N): No	Job Code: 340
Salary Level: \$10.00	Shift: 7:00 a.m. – 4:00 p.m.
Division: Maintenance	Location: Maintenance Shop
Department: Parks & Recreation	Employee Name:
Supervisor: 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

DATE

WITNESS

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SUMMARY: This is skilled work in the operation of light to medium automotive equipment and the performance of a variety of manual tasks.

Work involves responsibility for the safe and efficient operation of pick-up trucks, riding power mowers, light tractors, and similar automobile equipment of the lesser complex operating requirements.

Incumbents may be required to operate a variety of such equipment. Operation of equipment normally requires a substantial part of employee's time although other work may be performed. Assignments are usually in the form of specific orders, but work may be performed without direct supervision after instructions are received.

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.

Operates a tractor with bush-hog mower attachment in cutting all Park Commission areas.

Assists in loading and unloading materials and equipment transported.

When not engaged in equipment operation, performs tasks of a laborer or semi-laborer as assigned.

Performs related work as assigned (e.g. painting of signs, welding bleachers, goal repair, etc.)

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.

Knowledge of the operating characteristics of assigned equipment and skill.

Ability to operate tractors, trucks, and other automotive equipment under all types of weather conditions.

Knowledge of the work hazards and applicable safety precautions associated with assigned equipment and operations.

Ability to follow oral and written instructions.

Performs prevention maintenance on vehicle operated.

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 measurements, volume, and distance.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENCES, 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 is occasionally required to stand; walk; sit; use hands to fingers, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must regularly lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust 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 frequently exposed to vibration. The employee occasionally works in high, precarious places and is occasionally exposed to toxic or caustic chemicals.

The noise level in the work environment is usually very loud.