



JOB DESCRIPTION

Job Title Laborer
Classification: Non-Exempt
Employment Status: Part-Time/Seasonal
Position Reports To: Maintenance Foreman
Date: July 2018

I. JOB DUTY SUMMARY

The part-time/seasonal laborer performs various semi-skilled duties including, but not limited to, the maintenance and repair of Park District facilities, properties, and equipment.

II. SUPERVISION EXERCISED

Does not supervise or assign work to other employees.

III. ESSENTIAL JOB FUNCTIONS

- Assists in maintaining over 200 acres of park land, buildings, and equipment.
- Performs daily maintenance and upkeep tasks of park properties and facilities;
- Cuts grass with commercial riding mowers;
- Picks up trash and other debris including collection and disposal of refuse at park areas.
- Maintains restrooms and picnic pavilions;
- Assists with setting up and cleaning up after park events and rentals.
- Assists in grooming and maintaining athletic fields;
- Provides assistance with building maintenance and repairs;
- Operates small and large equipment and vehicles including, but not limited to, mowers, chain saws, rakes, blowers, sprayers, hand saws, automobiles, dump trucks, and office equipment.

IV. ADDITIONAL DUTIES AND RESPONSIBILITIES

- Assists with snow removal and ice control efforts;
- Requires working some evenings, weekend, and holidays;
- Other duties as assigned.

V. EDUCATION AND TRAINING

- High School Diploma or GED preferred;
- Experience and knowledge in general maintenance preferred;
- Experience working with maintenance equipment and tools.

VI. CERTIFICATES, LICENSES, & REGISTRATIONS

- Valid IL Driver’s License with a clear driving record based on PDRMA criteria;
- Proof of current automobile insurance as required by law;

VII. 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. The employer will engage in the interactive process and reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

	Never	Rarely	Occasion-ally	Regularly
Lift and/or carry objects weighing up to 20 lbs.				X
Lift and/or carry objects weighing 20-50 lbs.				X
Stoop, kneel, crouch crawl, bend				X
Reach for, grab and handle objects				X
Operate power tools or machinery				X
Sit for extended periods of time	X			
Walk for extended periods of time				X
Stand for extended periods of time				X
Ability to communicate verbally				X
Ability to see				X
Ability to hear				X
Ability to smell				X
Touch and feel objects				X
Push and/or pull carts, dollies or similar				X
Climb or balance on ladders, scaffolding or similar				X
Ability to operate office equipment, including but not limited to computer, printer, copier, adding machines, and telephones.		X		

Mental Capability Requirements

Ability to understand, remember, and apply oral and/or written instructions or information.				X
Ability to understand, remember, and communicate routine, factual information.				X
Ability to understand complex problems and to collaborate and explore alternative solutions.	X			
Ability to understand opposing points of view on highly complex issues and to negotiate and integrate different viewpoints.	X			
	Never	Rarely	Occasion-ally	Regularly
Ability to organize and prioritize own work schedule.		X		
Ability to organize and prioritize work schedules of others.	X			
Ability to apply common sense in performing job.				X
Ability to make decisions which have moderate impact on immediate work unit.				X

Ability to make decisions which have significant impact o the immediate work unit and monitor impact outside immediate work unit.			X	
Ability to understand and follow basic instructions and guidelines.				X
Ability to complete routine forms, use existing form letters, and or conduct routine oral communication.		X		
Ability to communicate with individuals utilizing a telephone; requires ability to hear and speak effectively on phone.			X	
Ability to compose materials such as detailed reports, work-related manuals, publications of limited scope or impact, etc. and/or make presentations outside the immediate work area.	X			
Ability to formulate complex and comprehensive materials such as legal documents, authoritative reports, official publications of major scope and impact, etc., and/or to make formal presentations.	X			
Ability to count accurately.			X	
Ability to add, subtract, multiply divide, and to record, balance, and check results for accuracy.		X		
Ability to compute, analyze, and interpret numerical data for reporting purposes.	X			
Ability to compute, analyze, and interpret complex statistical data and/or to develop forecasts and computer models.	X			
Ability to work effectively under occasional stressful situations.		X		
Ability to work effectively under tight time constraints.		X		

VIII. WORKING CONDITIONS

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 job functions.

- Primarily subject to outside environmental conditions operating machinery and utilizing tools in varying weather conditions;
- Occasionally subject to inside environmental conditions.

IX. Special Considerations

- May require working some evenings, weekends, and holidays;
- May be required to respond to emergency requests for maintenance and repair of facilities.

Disclaimer

This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent in this job. Incumbents are required to perform other related essential and additional functions as assigned. Job functions are not necessarily listed in priority order.

All employees, as a condition of their employment, are expected to perform all tasks in a safe and efficient manner according to Park District policies and procedures as well as all safety laws and ordinances. In addition, all employees are responsible for working safely in accordance with the PDRMA Safety Program and are to report any unsafe working conditions or practices to a supervisor.

Employee Name _____

Employee Signature _____

Date _____

Supervisor Name/Title _____

Signature _____

The Manhattan Park district is an equal opportunity employer.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needs of the employer and requirements of the job change.