

City of Cordova Position Job Description

Laborer/Maintenance Worker I

SUPERVISOR:	Parks and Recreation Director
CLASSIFICATION:	Group B Regular, Full-Time, Overtime Eligible, IBEW Bargaining Unit, Alaska Public Employee Retirement System (PERS), Group Health Insurance, Life Insurance, Optional 457 Deferred Compensation, Employee-Priced Recreation facility access, Annual and Sick Leave Accrual and Paid Holidays.
HOURLY PAY:	\$21.71 – 25.40 per hour, DOE (Recruitment Range)
HOURS:	Monday – Friday, 7am to 4pm. 40 hours per week. Occasional evenings and weekends as required.

GENERAL STATEMENT OF DUTIES

Under immediate supervision, this position performs manual work in the care, maintenance, repair of the city's parks and recreation facilities. The Laborer/Maintenance I is an entry-level position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees of this classification. Shown are duties intended to provide a representative summary.

- Operate grounds maintenance tools and equipment such as weed trimmers, mowers, tractors, shovels, blowers, chainsaws and various hand and power tools.
- Cleans and maintains park and recreation facilities including restrooms, picnic areas, cabins and gathers and removes garbage and litter from grounds and facilities.
- Maintains and performs basic repair work on a variety of park equipment; may paint facilities; assists with plumbing and carpentry work.
- Operates and maintains a variety of hand and power landscaping tools and equipment, including mowers, tractors, blowers, trimmers, weed eaters, chainsaws, rakes, shovels, brooms, and other tools.
- Operates small utility vehicles, vans, trailers, and tractors with attachments.
- Performs manual snow removal as required.
- Observes safe work methods and uses appropriate personnel protective equipment; secures worksites from safety hazards as necessary; ensures safe use and storage of hazardous materials; reports and documents safety concerns and attends safety meetings.
- Performs preventative maintenance and inspection of vehicles and equipment.
- Transports, loads and unloads supplies, tools, equipment and vehicles.
- Maintains basic records of work performed and completes work orders as assigned.
- Demonstrates courteous and cooperative behavior when interacting with the public and City staff; acts in a manner that promotes a harmonious and effective work environment.
- Conducts pool water sampling duties in compliance with State and Federal regulations.

MINIMUM QUALIFICATIONS

- A. Education
High School Diploma or possession of a GED certificate.
- B. Experience
Preferred 2 years landscape or construction experience.
- C. Credentials
Valid Alaska Driver's License.
First Aid, CPR & AED Certification must be obtained within 60 days of hire.
OSHA 10 General Construction Certification within 90 days of hire.

NECESSARY COMPETENCIES (KNOWLEDGE, SKILLS, ABILITIES, BEHAVIORS)

Knowledge & Abilities:

- Reasoning ability to solve practical problems.
- Ability to interpret a variety of instructions in written, oral, diagram or schedule format.
- Ability to work with Microsoft Office products and learn and use other computer software.
- Knowledge of various sports rules and regulations.
- Knowledge of applicable Federal, State, and local codes, laws, and regulations.
- Ability to respond to emergency situations and perform first aid as necessary.
- Ability to communicate clearly and both written and orally.
- Knowledge of methods, materials, tools, practices, and equipment of the trade; operations and maintenance or equipment used in construction and landscaping.
- Safe work methods and safety regulations pertaining to the work.
- Ability to perform physically demanding job duties, often under adverse weather conditions.
- Office practices, methods, computer equipment and basic computer applications.

Skills:

- Safely using and maintaining hand and power tools related to the work.
- Making accurate arithmetic calculations.
- Reading and interpreting standard plans, maps and instructions.
- Understanding and following oral and written directions.

LEGAL REQUIREMENTS

As a condition of employment, this position is subject to a pre-employment background and drug test.

All required licenses/certifications must remain current for the duration of employment.

WORKING CONDITIONS

Work is performed indoors and outdoors at a variety of sites and environments, sometimes in adverse weather conditions and extreme temperatures; requires constant physical efforts; may be exposed to safety hazards, chemicals, and dangerous tools and equipment. The worker is exposed to noise, vibration, and hazards such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places. The work is exposed to fumes, odors, dust, mists, gases, poor ventilation, oils, and other fluids. Must be able to work weekdays, weekends, and holidays, and respond to emergency callouts.

PHYSICAL DEMANDS OF POSITION

Strength and mobility to work in a typical park maintenance setting, including operating hand and power tools; stamina to perform sustained physical labor, including standing, walking, climbing, bending, squatting, kneeling and working in confined or awkward spaces; strength to lift and maneuver materials and equipment weighing up to 50 pounds with proper equipment; vision to read printed materials; and hearing and speech to communicate in person or over a telephone.

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this job description are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

I have read and understand the job requirements, responsibilities and expectations set forth in the job description provided for my position. I attest that I am able to perform the essential job functions as outlined with or without any reasonable accommodations.

Acknowledged: _____ **Date:** _____