

POSITION DESCRIPTION

Class Title: Laborer/Driver (Parks)

Department: Parks

Date: 01/03/2025

Job Code:

Grade:

Union: Teamster's Local No.110

GENERAL PURPOSE

Performs a variety of unskilled and semi-skilled tasks in the maintenance and operation of parks and recreation buildings, grounds, open spaces, and equipment.

SUPERVISION RECEIVED

Works under the immediate supervision of DPW/Parks Department Director.

SUPERVISION EXERCISED

Occasionally may be required to oversee the work and activities of summer help or person(s) working under school, training, judicial or community service programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Mows and maintains park and open space areas such as lawns; baseball and soccer fields, mowing, weeding, clean and maintain tennis, pickleball and basketball courts and nets; operates, maintain or install sprinkler systems, maintains all structures and equipment and assists in the repair or installation of same.

Drag baseball fields; add lines to fields for games.

Assist in the maintenance of the municipal swimming pools.

Inspect, wash, paint and repair parks slabs or paved areas.

Move, clean, wash, paint, repair and build picnic tables.

Performs minor semi-skilled interior building maintenance such as painting, plumbing, carpentry and other semi-skilled and unskilled trade work.

Performs maintenance and repair on lawn and power equipment.

Plants lawns, trees, shrubs, and flowers.

Carriers out the seeding, fertilizing, top dressing, soil conditioning, watering, and the pest and weed control of the City's parks and open spaces.

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Maintains and adjusts specialized turf care equipment and tools, including electric motors, pumps, sprinklers, tractors, mowers, and irrigation systems. Operates tractors, mowers, jack hammers, welders, trucks, steam cleaners, buffers, washers, and other listed equipment as needed.

Maintains current skills and knowledge in the proper and safe techniques of building and grounds maintenance functions.

Performs custodial work such as required and assigned, including: change light bulbs and fluorescent tubes; sweep floors, vacuum carpets, mop, shampoo and steam clean carpets, buff non-carpeted areas; dump garbage and reline cans with liners, clean and sanitize restrooms and replenish supplies, sweep, empty ash cans, clean spills, clean drinking fountains, mirrors, tables, walls, fixtures, blinds, light fixtures; dust furniture, wash windows, walls, metal and woodwork, clean rain gutters, sweep roofs.

Collects and disposes of solid waste from buildings and grounds; picks up litter from premises.

Open and close, lock and unlock facilities as needed.

Assists in setting up and taking down equipment for various park and recreation programs, prepares facilities for park and recreation use.

Install and maintain goal posts and nets for sports facilities, including soccer, volleyball, baseball, softball, tennis, pickleball and basketball.

Assists in the construction of new parks facilities, including clearing, grading, drainage, and foundation work.

Keeps records of work completed.

PERIPHERAL DUTIES

Serves as a member of various employee committees, as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Any combination of education and experience which demonstrates the knowledge, experience and capability to perform the required work.

Necessary Knowledge, Skills and Abilities:

- (A) Some knowledge of equipment, materials and supplies used in building and grounds maintenance. Some knowledge of equipment and supplies used to do minor repairs. Some knowledge of first aid and applicable safety precautions.
- (B) Skill in operation of listed tools and equipment.
- (C) Ability to work independently and to complete daily activities according to schedule. Strength to lift heavy objects, walk and stand for long periods of time, and to perform strenuous physical labor under adverse field conditions.

Ability to communicate orally and in writing, Capacity to use equipment and tools properly and safely. Ability to understand, follow and transmit written and oral instructions. Ability to establish effective working relationships with employees, supervisors, and the public.

SPECIAL REQUIREMENTS

TOOLS AND EQUIPMENT USED

Parks department vehicles, lawn and landscaping equipment, including tractors, mowers, airifier, chainsaw, edgers, weed trimmers, electric motors, pumps, sprinklers, irrigation systems, miscellaneous hand and power tools for turf maintenance, carpentry, painting, plumbing, electrical, and cement finishing work, swimming pool equipment including chlorination system, pumps, boiler, valves, filtration devices, gauges, etc., janitorial equipment including floor buffers, steam cleaner, carpet cleaner, washer, vacuum, mop, broom and dusting equipment.

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 regularly is required to reach with hands and arms. The employee is frequently required to stand, walk, use hands, to grasp, handle, reach or operate objects, tools or controls. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk and hear.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 80 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Sitting: Would be required occasionally, less than 2 hours per day, and would consist of driving to local job sites in a vehicle. Occasionally would be required to drive a tractor or Zamboni. Sitting could also be interchanged with squatting and kneeling to perform certain duties such as painting. Sitting would also be used during breaks and lunch hour.

Standing: Would be constant in combination with walking up to 8 hours each day. This is to perform building, equipment maintenance and various tasks as outlined.

Walking: Would be constant combined with standing up to 6 hours each day. This is to perform building maintenance, mowing and daily operations.

Lifting: Maximum of 80 pounds would occur occasionally for such duties and concrete work. Occasionally lift up to 40 pounds (5-gallon paint can) for painting operation. Occasionally lift up to 125 pounds with assistance from co-workers to load lawn mowers in and out of vehicles.

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- Bending:** May be required up to 6 hours daily to perform repair duties, painting, plumbing.
- Twisting:** May be required up to 4 hours daily while performing plumbing, maintenance, and lawn and field duties.
- Climbing:** Climbing stairs and hilly terrain up to 4 hours daily due to access of work locations. Occasional ladder usage will also be required.
- Squatting:** May be less than 2 hours per day to perform plumbing work, clean drains, painting and maintenance duties. This may be interchanged with kneeling, sitting depending on the employee's comfort level.
- Kneeling:** May be required less than 2 hours per day to perform plumbing work, clean drains, painting, maintenance duties, etc.
- Pushing:** May be continuous, up to 8 hours a day if utilizing a lawnmower or laying concrete. Additionally, may occur to utilize scaffolding on wheels to pull/push into position.
- Pulling:** May be continuous, up to 8 hours a day if utilizing a lawnmower or laying concrete. Additionally, may occur to utilize scaffolding on wheels to pull/push into position.
- Reaching:** Constant, up to 8 hours per day to perform all duties as outlined.
- Hand usage:** Continuous, up to 8 hours per day to accomplish all duties. Hands are used to operate all equipment/tools/vehicles in performing daily duties.
- Foot usage:** Would be required regularly, and when utilizing vehicles to travel from job site to site. In addition, foot usage is used for operating various equipment, including the Zamboni.
- Environment:** Work occurs both outside-in all weather conditions, and indoors.
- Hours:** Typically, 7:00 AM to 3:30 PM for spring, summer, and fall schedule, winter nights and weekend hours occur at the ice rink and at the discretion of the Parks Director.

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 frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes, airborne particles, toxic or caustic chemicals, and vibrations. The employee is occasionally exposed to the risk of electric shock. The noise level in the work environment is usually loud.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview and reference check, job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position or if the individual holding this position has the ability, training, and skills necessary to undertake duties beneficial to the City of Bradford.

This position reports to the DPW/Parks Director and will from time to time be required to undertake duties and assignments at the discretion of the Parks Facilities Director that may not be included in this job description.

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