

City of Tahlequah, Oklahoma Job Description

Job Title: Laborer/ Part-time

Department: Recreation

Reports To: Recreation Department Supervisor and/or Superintendent

FLSA Status: Non-exempt

Summary Perform a variety of semi-skilled tasks in the maintenance and operation of the properties and facilities of the Parks and Recreation Department to enhance the total recreation opportunities for the general public.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- ~Grounds maintenance using a variety of tools and methods to keep department grounds functional, safe, and secure.
- ~Landscaping and landscape maintenance.
- ~Operation of weedeater and mower as age allows.
- ~Operation of larger department equipment on major projects as skills improve in operation.
- ~Normal maintenance and preventative maintenance on equipment.
- ~General custodial work.
- ~Building maintenance, including painting, carpentry, concrete work, and plumbing.
- ~Inspection and repair of playground equipment on a regularly scheduled basis.
- ~Other tasks and duties may be assigned to the employee as needed by the supervisor in charge and/or city administration that are not included in this job description and may/or may not be in this department.

Duties and Responsibilities That Specifically Differentiate This Job Level From the Next Lower Job Level in This Department:

Qualifications 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.

- ~Self motivated to be able to work individually and cooperative enough to function as part of a team.
- ~Willingness to do a variety of tasks as needed, possibly in inclement weather and at odd hours.
- ~Ability to establish effective working relationships with fellow employees, supervisors, and the general public.
- ~Maintain socially accepted standards of speech and appearance while on duty.
- ~Must be willing to adhere to all applicable rules and laws regarding safety and work in a consistently safe manner.
- ~Ability and willingness to perform assigned work in a timely and efficient manner.
- ~Must have basic abilities with hand tools.
- ~Must have basic ability to operate both large and small equipment safely and efficiently and/or capable of learning through on job training.

Education and/or Experience

- ~Some experience in basic construction skills.

Language Skills

- ~Ability to communicate effectively with fellow employees, supervisors, and the public.
- ~Ability to interact with the public in a polite and courteous manner.

Mathematical Skills**Reasoning Ability**

- ~Recognize unsafe conditions and situations.

Computer Skills**Other Skills and Abilities****Other Qualifications**

- ~Must successfully complete required drug testing and physical examination per City of Tahlequah's policies.
- ~Have and maintain a driving record sufficient to satisfy the insurance mandates placed upon the city.
- ~Establish employment eligibility under USDOL and City of Tahlequah rules and policies.

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.

~Climbing, balancing, stooping, crouching, reaching, sitting, standing, walking, pushing, pulling, sitting, lifting, fingering, grasping, talking, hearing, and repetitive motions are all demanded in the job.

~The job is considered "Medium Work" but will involve "Heavy Work" at times.

~Level Three Visual Acuity.

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.

~ The worker will be subject to: both inside and outside environmental conditions, weather related extreme cold and heat, noise, hazards, oils, and atmospheric conditions.