

# **PUBLIC WORKS LABORER BUILDINGS & GROUNDS**

REPORTS TO: Public Works Superintendent

FLSA STATUS: Non-Exempt

PAY GRADE:

## **Purpose of Job**

The purpose of this job is to perform a full range of grounds keeping duties in developing and maintaining the outdoor environment at the City of Cornelia parks, buildings, and rights-of-way. Duties and responsibilities include, but are not limited to, mowing, pruning trees and bushes, application of chemical treatments, equipment operation and maintenance, and performing additional tasks as assigned.

## **Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Performs mowing services; prunes and/or removes limbs, trees and stumps.

Maintains mowed areas as required for specific uses such as lawns, roadsides, parks and recreation areas and wildlife management areas.

Operates landscape equipment such as a mowers, tractors, trimmers, sprayers and chainsaws.

Provides needed maintenance to ornamental shrub, seasonal flower or other landscape plantings including fertilizing, weeding, watering, spraying, mulching, pruning and/or removing limbs, trees and stumps.

Installs trees, shrubbery, flowers, grasses, and other plantings from general instructions or landscape plans.

Performs routine and special events litter control.

Determines the need for and applies water to landscape plantings.

Applies herbicides, insecticides, and fungicides.

Installs and repairs irrigation systems.

Performs routine equipment maintenance such as checking and changing oil fluid levels and sharpening of blades.

Operates and/or assists with chipping brush and leaf vacuuming.

Performs traffic control setup for work sites.

Assists Sanitation when required.

Performs other related duties as required.

### **Knowledge, Skills and Abilities**

Has general knowledge of the policies, procedures, and activities of Building and Grounds as they pertain to the performance of duties relating to the position of Public Works Laborer. Skill in using tractors, backhoes, loaders, utility trucks, mowers, power tools, and a variety of landscape maintenance tools and supplies. Knowledge and proficiency in the use of soil preparation tools, pruning tools, sprayers, spreaders, chippers, construction tools, irrigation tools, landscape supplies, landscape supplies, and safety equipment. Has general knowledge of the terminology used within the department. Has the ability to communicate effectively with supervisors and other staff members. Has the ability to use independent judgment in routine and non-routine situations. Has the mathematical ability to handle required calculations. Has the ability to plan, organize and/or prioritize daily assignments as assigned by a crewleader. Is able to comprehend and apply the regulations and procedures of the department.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

A high school diploma or equivalent is required. A combination of education, training, and experience which would provide the requisite knowledge, skills, and abilities for this position are preferred.

### **(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of machinery and equipment such as tractors, backhoes, front-end loaders, fork lifts, various trucks, mowers, tillers, power tools, pruning tools, sprayers and spreaders, construction tools, irrigation tools, and other equipment and supplies needed for grounds keeping and landscape maintenance. Must be able to use body members to work, move or carry objects or materials. Must be able to exert over 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently. Physical demand requirements are at levels of those for very heavy work. Attendance is an essential element of the job.

**INTERPERSONAL COMMUNICATION:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving assignments and/or

directions from co-workers or assistants / from supervisors. Requires the ability to follow directions, instructions, and methods and procedures. Requires the ability to speak to people with poise, voice control, and confidence. Requires the ability to learn and understand basic principles and techniques; to acquire and be able to expound on knowledge of topics related to primary occupation.

**VERBAL APTITUDE:** Requires the ability to record and deliver information, to explain procedures, and to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical and professional languages including medical, mechanic, and electrical terminology. Requires the ability to inspect items for proper length, width, and shape, visually with mechanics and electrical equipment.

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using mechanics and electrical equipment. Requires the ability to handle a variety of items such as equipment, vehicles, and tools. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination. Requires the ability to differentiate between colors and shades of color. Requires the ability to deal with people. Must be adaptable to performing under moderate stress when confronted with an emergency. Requires the ability to talk and/or hear: (Talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear). Must be able to communicate via telephone, two-way radio.