

CITY OF GAYLORD

DOWNTOWN MAINTENANCE LABORER –SEASONAL, TEMPORARY

General Summary

Performs a variety of unskilled or semi-skilled tasks and operates a variety of equipment related to the general care and maintenance of the Downtown District and other designated areas.

Supervision Received

Employee is supervised by the Superintendent of the Department of Public Works. The Downtown Development Authority Executive Director may also, on occasion, exercise supervisory direction.

Essential Duties and Responsibilities

1. Mows and trims grass areas in municipal parking lots, parks and public right-of-ways.
2. Maintains Claude Shannon Park, including routine maintenance of drinking fountain and irrigation system.
3. Plants, waters, weeds, and fertilizes downtown-district flower beds.
4. Waters, prunes, and fertilizes downtown-district trees.
5. Inspects downtown district to insure cleanliness of sidewalks, benches, and trash receptacles. Sweeps and washes sidewalks when necessary.
6. Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor.
7. Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
8. Performs all duties in conformance with appropriate safety and security standards.
9. Other duties as assigned by the City.

Peripheral Duties

Serves on various employee or other committees as assigned.

The list is not all inclusive of the total scope of job duties to be performed.

Desired Minimum Qualifications

Education and Experience:

- (A) Graduation from high school education or GED equivalent, and/or
- (B) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Knowledge of equipment, materials, methods and procedures used in maintenance and repair activities;
- (B) General knowledge of plants and their proper care.
- (C) Skill in operation of some of the listed tools and equipment.
- (D) Ability to perform manual tasks for extended periods of time; ability to work safely; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the public; ability to understand and carry out written and oral instructions.

Special Requirements:

Valid State Driver's license.

Tools and Equipment Used

Motorized vehicles and equipment including pickup truck and lawn mower, snow removal equipment, common hand and power tools, shovels, wrenches, mobile radio, phone.

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

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 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.

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 in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to cold, wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.

The qualifications listed above are intended to represent the minimum skills and experience level associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

The job description does not constitute an employment agreement 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.