

Laborer/Driver (Parks)
General Job Description

Performs a variety of routine manual maintenance work of grounds and facilities; maintains grass, trees, weeds, sidewalks, and restrooms; ensures that the grounds are maintained in a clean, neat, and safe manner.

Essential Tasks (May include, but are not limited to the following)

1. Plants, waters, fertilizes, edges, and cuts grass; rakes leaves; trims and prunes trees and hedges; trims, pulls, and sprays weeds; ensures grounds have neat and pleasant appearance.
2. Checks grounds for vandalism and damages; erases or paints over graffiti on walls; reports the same to supervisor in a timely manner.
3. Picks-up papers, trash, and other debris; puts the same in plastic bags; sweeps sidewalks.
4. Performs minor carpentry work; cleans air-conditioner filters; replaces light bulbs in buildings; performs minor paint jobs.
5. Hoes and digs up tree roots; fills and digs holes; spreads dirt.
6. Drives tractor mower and trucks to haul debris; maintains City vehicles including checking oil, gas and water levels.
7. Decides on equipment needed to perform assigned tasks; picks-up equipment and supplies from the warehouse and returns equipment at the end of each day.
8. Assists in performing minor plumbing repairs such as installing the sprinkler systems; digs trench and makes adjustments to the pipe and pipe-fitting; assists in repairing sinks, toilets, and faucets in buildings.
9. Prepares and maintains accurate records regarding work performed.
10. Assists in maintaining good communication between staff, visitors, and other business contacts.
11. Must follow all rules of telephone courtesy in all telephone communications.
12. Will be required to drive a city vehicle for City business use.
13. Performs other related duties as assigned.

Physical Requirements and Work Environment

Work is performed inside and/or outside an office, stockroom, or warehouse. Work may be exposed to a variety of weather conditions and outdoor elements, such as: excessive dampness, chill, heat, humidity, intermittent noise, and inclement cold weather. Work

may be exposed to a variety of environmental conditions, such as: unknown dangerous conditions, unusual environmental stress, contagious infectious disease, irritating chemicals, life-threatening situations, dry atmosphere, solvents, dirt, grease, oils, silica, asbestos, dust, constant noise, pneumatic vibration, fumes, smoke, gases, radiant/electrical energy, and slippery/uneven walking surfaces. Capable of working closely with others or alone, working long or irregular working hours, working shift work and/or weekends, working with protective devices, working below ground, working on ladders or scaffolding, working around moving objects or vehicles, working around machines with moving parts and objects, working with hands in water, traveling by car 50% of the time, and by van 20% of the time. Ability to operate a motor vehicle, office equipment, and mechanical equipment; Work requires light to heavy carrying and lifting (under 15 pounds up to 45 pounds and over), straight pulling, pulling hand over hand, simple grasping, dual simultaneous grasping, repeated bending, sitting, standing, pushing, crouching, crawling, twisting, kneeling, stooping, climbing stairs and ladders, walking, and reaching above shoulders. Ability to see, write, read, count, identify shade of colors, perceive depth, and hearing is needed to perform the essential functions of this job.

Minimum Qualifications

1. High School Diploma or equivalent and at least one (1) year of experience as a laborer or maintenance worker with gardening skills or any equivalent combination of education, training, and experience which provides to the required knowledge, skills, and abilities.
2. Valid Texas Driver License
3. Must be able to establish and maintain effective working relationships with employees and the public, communicating clearly and courteously with others.
4. Must be able to meet multiple deadlines and maintain confidential information.
5. Must be able to remain calm in stressful situations.

Job Evaluation Manual

This job description summarizes essential job functions and minimum job requirements for entry level work. The job description illustrates typical job duties and type of work that is customarily assigned and performed in this position. However, this job description does not represent every aspect of the job nor does it guarantee permanent employment, as all positions with the City of Mercedes are employment at will positions. Job descriptions are subject to periodic update. Immediate modifications may be made to include corrections on standard wages or salaries if necessary. The City reserves the right to change work assignments, work schedules and other aspects of a job. Official job descriptions are maintained and available from the Human Resources Department. The City of Mercedes is an Equal Employment Opportunity Employer.