



Job Description **Laborer I**

SUMMARY

The Laborer I position is performed on a full-time basis and is classified as Regular Personnel with non-exempt status. This position is responsible for performing tasks related to the construction, operation, care and maintenance of the Park's grounds, facilities and equipment. Generally, the work pace is moderate and controlled by the Superintendent of Parks.

QUALIFICATIONS

- A high school diploma or higher.
- A valid Illinois State Driver's License.
- 4 years' relevant experience in street repair, construction, maintenance (*general and/or park related*) or related field.
 - Any equivalent combination of training and experience that produces the competencies required for the position will be considered – such as grounds, janitorial, landscaping, plumbing, HVAC, electrical, pool maintenance and operations, using and maintaining power tools, and/or operating heavy equipment such as tractors.
- Knowledge of general construction, repair and maintenance principles, as well as equipment, machinery and tools used in these activities.
- Knowledge of landscaping, grass mowing, tree trimming and applicable equipment.
- Ability to lift 50 pounds with or without assistance.
- Ability to work nights and/or weekends and to be on call for emergencies, seasonal work load, and snowplowing.
- Dependable and self-motivated with a positive attitude and professional public image.
- Ability to make independent decisions and manage multiple tasks simultaneously.
- Ability to exercise good judgment, initiative and discretion.
- Ability to read, understand and communicate effectively using the English language – applies to spoken, written and electronic media and communications.
- Ability to manage small groups of part-time employees.

DUTIES & RESPONSIBILITIES

1. Performs snow and ice removal/control, when required, using equipment to maintain sidewalks and parking lots.
2. Performs off-duty personnel call-out tasks as assigned.
3. Performs landscaping, grass mowing, tree trimming and related grounds maintenance.
4. Operates hand tools such as chainsaws, power saws, trimmers, jack hammers, etc.
5. Maintains, repairs and installs new Park equipment.
6. Assists in the installation and repair of underground pipes.
7. Ensures the proper maintenance of equipment and tools through inspections and repairs.

8. Performs indoor building and construction tasks such as dry walling, painting, taping, electrical and plumbing.
9. Collects and disposes of garbage in Park.
10. Assists the Recreation Department with tear-down and set-up of special events.
11. Operates lawn mowers, ball field machines, trucks, tractors and other miscellaneous equipment as needed.
12. Maintains records, as needed, for safety inspections and maintenance of all parks and equipment.
13. Assists with the start-up and physical operation of the swimming pool, Recreation Center, gymnasium, hockey rink and lighted athletic courts and fields, including facilities under contractual agreement.
14. Performs other related duties as assigned.
15. Assists in District-wide safety program and complies with all federal, state and local laws.
16. Performs all job tasks within the rules and guidelines of the District's Personnel and Safety Manuals.
17. Obtains training and certifications for CPR, First Aid and AED.

COGNITIVE CONSIDERATIONS / QUALIFICATIONS

- Ability to follow directions and perform work activities as described (*written and/or verbally*).
- Ability to read, write and organize materials.
- Ability to demonstrate good safety awareness and judgment.
- Good problem solving ability.

PSYCHOLOGICAL CONSIDERATIONS / QUALIFICATIONS

- Ability to prioritize tasks and projects.
- Ability to work with co-workers and visitors to the Park in a professional and respectful manner.
- Ability to make educated decisions on minor issues.

ENVIRONMENTAL CONSIDERATIONS

- Environmental conditions include lighting, temperature, the elements, and the following: dirt, dust, noise, fumes/odors and exposure to them, confined spaces, and allergens. (*Expected to work in all indoor and outdoor conditions*)
- Exposure to various chemicals (*fertilizers, pool chemicals, cleaning agents, oil fuels, etc.*) is to be expected.

SPECIAL CONSIDERATIONS

A probationary period of six months' time will be applied to this position. Evaluations will occur at the six-month mark and one-year mark; with an annual evaluation thereafter according to Park policy.

EVALUATED BY: Superintendent of Parks