

City of Hillsboro

An Equal Opportunity Employer

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POSITION DESCRIPTION

Employee Name:		Dept./Div.:	Parks and Recreation
Position Title:	Parks and Recreation Laborer	Reports To.:	Parks and Recreation Director
Civil Service Status:	Unclassified	Class Title:	Not Assigned
Employment Status:	Full-Time	Class Number:	Not Assigned
FLSA Status/Pay:	Non-Exempt	EEOC Job Group:	Service-Maintenance

QUALIFICATIONS: An example of acceptable qualifications (at least one of the following):

- Completion of high school education or GED; and
- 1 - 2 years experience in maintenance and/or construction.
- Any combination of education, training and/or experience equivalent to the minimum qualifications stated above.

LICENSURE OR CERTIFICATION REQUIREMENTS: Must possess and maintain a valid State of Ohio vehicle operator's license.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:
printers, copier, telephone, and other standard business office equipment, motor vehicles.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to potentially violent or emotionally distraught persons, long periods of computer screen operation, blood, bodily tissues, and fluids, hot, cold, wet, humid, or windy weather conditions, hazardous gases, chemicals, flammables, air contaminants or hazardous waste, possible injury as a result of electrical shock, crowds, extreme non-weather related heat or cold, lifting, carrying, pushing, pulling, potentially dangerous/fatal infectious diseases, works in an area in which the means of egress is or can be obstructed, possible injury from falling from high places, works in the vicinity of floor or wall openings, elevated platforms, and/or runways, works in the vicinity of dockboards (bridge plates), works on or around platforms and/or vehicle mounted platforms (e.g., manlifts, firetrucks, etc.), moving mechanical parts of equipment or machines, extremely noisy conditions above 85db, possible injury from explosions or fire, sharp objects, needles, and medical instruments, environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas, unclean or unsanitary conditions, potentially vicious animals, chemical compounds found in an office environment (e.g., toner, correction fluid, etc.), hazardous driving conditions, works in confined space (e.g., manhole, trench, etc.), shaking objects or surfaces, ascends and/or descends ladders, stairs, or scaffolds, life threatening situations, uses or works in proximity to the use of firearms.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered heavy work.

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JOB DESCRIPTION AND WORKER CHARACTERISTICS:
JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

1. Operate a variety of trucks and equipment for the repair, maintenance, and construction of parks, gardens, and trails; assist with mowing and trimming at designated locations; maintain the urban forest by planting, removing, trimming, and caring for trees and shrubs; perform brush collection and assist with landscape improvements; maintain flower beds and City of Hillsboro property; prepare civic displays.
2. Perform maintenance and care of the urban forest, including planting, removal, trimming, and general care of trees and shrubs; mow City of Hillsboro property; maintain flower beds, trails, gardens, and the City Fountain; clean and maintain public restrooms and park facilities; remove trash and debris from parks and public areas; coordinate and schedule volunteer work for parks, trails, and gardens; maintain and coordinate a schedule of all park events; prepare civic displays and assist with landscape improvements.
3. Inspect and maintain all playground equipment; perform repairs and maintenance on park facilities and equipment; ensure safety and functionality of all recreational areas and amenities.
4. Meet all job safety requirements and all applicable safety standards that pertain to essential functions; demonstrate regular and predictable attendance; maintain required licenses and/or certifications.

OTHER DUTIES AND RESPONSIBILITIES:

- Performs other related duties as required.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*Indicates developed after employment)

KNOWLEDGE OF: goals and objectives, policies and procedures, labor market data and employment trends, workplace safety, general construction, maintenance, and repair, custodial methods and techniques, grounds maintenance and repair, park and recreation facilities, equipment, and supplies, agency goals and objectives*, agency policies and procedures.*

SKILL IN: use or operation of (specify), use of mechanics' tools and equipment, use of bench and/or hand tools, use of modern office equipment and software, critical thinking, judgment and decision making.

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ABILITY TO: recognize unusual or threatening conditions and take appropriate action, exercise independent judgment and discretion, carry out and interpret instructions, add, subtract, multiply, and divide whole numbers, calculate fractions, decimals, and percentages, communicate effectively, recognize safety warnings, develop and maintain effective working relationship, perform heavy manual labor for extended periods of time in often adverse conditions, travel to and gain access to work site, demonstrate professionalism, apply management principles to solve agency problems.*

POSITIONS DIRECTLY SUPERVISED: None

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed all the pages of my position description, and that I understand the contents.

Signature of Agency Representative

Date

Signature of Employee

Date