

**CITY OF OVERLAND PARK
POSITION DESCRIPTION**

TITLE:	Laborer Helper	BAND/LEVEL:	NE/00
DEPARTMENT:	Parks Services	JOB NO:	9906
DIVISION:	Arboretum/Botanical Gardens	DATE:	8/18/2015
REPORTS TO:	Supervisor, Arboretum/Botanical Gardens	FLSA STATUS:	NE
FULL-TIME:	PART-TIME:	TEMPORARY:	X
		COST CENTER:	515

REPLACES: Laborer Helper

DATE: 3/18/2011

JOB SUMMARY STATEMENT:

Under general supervision, assists with semi-skilled work in the maintenance, construction, and repair of the Arboretum/Botanical Gardens facility. Assists in daily maintenance of the Arboretum/Botanical Gardens. Assists in the planting and maintenance of flowers, trees, shrubs, and sod.

DUTIES AND RESPONSIBILITIES:

1. Assists in the maintenance, construction and repair of the Arboretum/Botanical Gardens facility.
2. Assists in the daily maintenance, including removal of trash, blowing walk ways, cleaning restrooms. Assists in set up, operation and tear down of special events, exhibits and rentals.
3. Assists in planting and maintenance of flowers, trees, shrubs, and sod. Prepares planting area, digs holes, rakes ground cover, places item to be planted in proper position and covers with soil. Lifts and places sod in proper location.
4. Assists in repair and new construction and landscaping projects. Performs basic general labor work to include lifting supplies and materials, digging, painting, etc.
5. Operates grounds maintenance equipment to include hand mowers, weed eaters, rototiller and leaf blower.
6. Assists in cleaning of work areas at the facility. Includes mopping, sweeping, scrubbing, raking, dusting. Picks up debris and disposes of properly. Organizes tools and shop area.
7. Assists in customer service and provides general information to public by answering questions, providing directions, enforcing rules.
8. Performs other duties as assigned.
9. Assists in ensuring a safe environment for visitors and general public. Identifies safety hazards and informs supervisor of hazards. Takes corrective action. Assists in snow removal.
10. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with which interaction is required to accomplish work and employer goals.
11. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

The above duties and responsibilities include those tasks, physical and mental requirements, visual requirements, unique physical surroundings and mental/cognitive requirements listed in the Position Description Questionnaire and Task Analysis Worksheet.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS

Minimum 16 years of age.

EXPERIENCE

Entry level position. No experience required.

SKILLS:

1. Good oral communication skills
2. Good listening skills
3. Manual dexterity

MENTAL REQUIREMENTS:

1. Ability to work in hectic environment with many interruptions
2. Ability to work under distracting conditions.
3. Ability to analyze safety situation.
4. Ability to assess situation and make recommendations.
5. Ability to follow oral instructions.

PHYSICAL REQUIREMENTS:

1. Ability to traverse rough terrain.
2. Ability to operate hand tools.
3. Exposure to noise.
4. Exposure to extreme environmental conditions.

SEE ESSENTIAL FUNCTIONS BELOW FOR ADDITIONAL PHYSICAL REQUIREMENTS.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

None

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

ESSENTIAL FUNCTIONS

ACTIVITY	DURATION	DESCRIPTION
Standing	Frequent	even / uneven surface
Walking	Frequent	even / uneven surface
Sitting	Occasional	misc. tasks could require sitting postures
Driving	n/a	
Bending	Occasional	various postures required to complete requirements
Stooping	Occasional	various postures required to complete requirements
Twisting	Occasional	various postures required to complete requirements
Kneeling	Up to Frequent	various postures required to complete requirements
Squatting	Up to Frequent	various postures required to complete requirements
Crawling	Occasional	various postures required to complete requirements
Stairs	Occasional	misc. tasks require stair usage
Ladders	n/a	

LIFTING	WEIGHT	HEIGHT	FREQUENCY	DURATION	DESCRIPTION
Fertilizer applicator	28 lbs	Knee to Waist	variable	occasional	3 gallon sprayer
Tree Segments	up to 100 lbs	Ground to Waist	variable	occasional	cut during tree removal
Empty Garbage Barrel	53 lbs	Inches off of Ground	variable	occasional	primarily push / pull / roll
Bag/Bushel of Branches	40 lbs	Ground to Chest	variable	occasional	pruning and brush removal
Bag of Fertilizer	20 lbs	Ground to Waist	variable	occasional	on / off pallet; filling buckets
Potted Flowers	10 lbs	Ground to Waist	variable	occasional	developing planting areas
Small Potted Shrubs	25 lbs	Ground to Waist	variable	occasional	developing planting areas
Large Potted Shrubs	47 lbs	Ground to Waist	variable	occasional	developing planting areas
Small Potted Tree	78 lbs	Ground to Waist	variable	occasional	developing planting areas
Large Tree w/root ball	180 lbs	Ground to inches	variable	occasional	usually rolled on ground
Grass Seed	50 lbs	Floor to shoulder	variable	occasional	load/unload from truck
Shovels/Rakes/Tools	< 10 lbs	Ground to Shoulder	variable	occasional	misc. Utilization
Rototiller	114 lbs	Ground to Waist	variable	occasional	two person lift

CARRYING	WEIGHT	DISTANCE	FREQUENCY	DURATION	DESCRIPTION
Fertilizer applicator	28 lbs	0-100 feet	variable	occasional	3 gallon sprayer
Tree Segments	up to 100 lbs	0-30 feet	variable	occasional	cut during tree removal
Bag/Bushel of Branches	40 lbs	0-30 feet	variable	occasional	pruning and brush removal
Bag of Fertilizer	20 lbs	0-5 feet	variable	occasional	on / off pallet; filling buckets
Potted Flowers	10 lbs	0-30 feet	variable	occasional	developing planting areas
Small Potted Shrubs	25 lbs	0-30 feet	variable	occasional	developing planting areas
Large Potted Shrubs	47 lbs	0-30 feet	variable	occasional	developing planting areas
Small Potted Tree	78 lbs	0-30 feet	variable	occasional	developing planting areas
Shovels/Rakes/Tools	< 10 lbs	0-30 feet	variable	occasional	misc. Utilization

PUSHING	FORCE	FRQUNCY/DUR	DESCRIPTION
Torque required to utilize tools	variable	occasional	one or two hand requirement

PULLING	FORCE	FRQUNCY/DUR	DESCRIPTION
Full gravity fed hose	23 lbs	occasional	one or two hand requirement
Full pump driven hose	18 lbs	occasional	one or two hand requirement
Engine start cord	28 lbs	occasional	one or two hand requirement
Rototiller	114 lbs	occasional	one or two hand requirement
Torque required to utilize tools	variable	occasional	one or two hand requirement

REACHING	DURATION	DESCRIPTION
Above Shoulder Height	occasional	type of job / tool dependent
At Shoulder Height	occasional	type of job / tool dependent
Below Shoulder Height	frequent	type of job / tool dependent
Below Waist	frequent	type of job / tool dependent
Below Knee	frequent	type of job / tool dependent

FINE MOTOR	DURATION	DESCRIPTION
Gripping	frequent	type of job / tool dependent
Pinching	frequent	type of job / tool dependent
Wrist Flexion & Extension	frequent	type of job / tool dependent
Wrist Lateral Deviations	frequent	type of job / tool dependent
Pronation & Supination	frequent	type of job / tool dependent