

**CITY OF OVERLAND PARK  
POSITION DESCRIPTION**

**TITLE:** Laborer I  
**DEPARTMENT:** Parks Services  
**DIVISION:** Arboretum/Botanical Gardens  
**REPORTS TO:** Supervisor, Arboretum/Botanical Gardens  
**FULL-TIME:**           **PART-TIME:** X           **TEMPORARY:** X

**BAND/LVL:** NE/00  
**JOB NO:** 9095  
**DATE:** 05/11/2016  
**FLSA STATUS:** N  
**COST CENTER:** 515

**REPLACES:** Laborer, Arboretum

**DATE:** 4/95

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**JOB SUMMARY STATEMENT:**

Maintains arboretum appearance by systematically patrolling and cleaning trails and grounds. Maintains and repairs facilities. Mows grass, trims trees along trails, and maintains gardens. Assists with customer service. Makes additional improvements as needed to comply with City codes and new ADA standards. Assists with emergency operations, including snow removal, as required.

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**DUTIES AND RESPONSIBILITIES:**

1. Patrols and cleans buildings, trails and grounds. Assists with the set up, operation and tear down of events, exhibits and rentals.
2. Mows turf areas. Uses riding mowers, push mowers, and string trimmers to mow turf areas, trails, and accessory areas. Uses blowers on sidewalks and other paved areas.
3. Uses proper horticultural and arboricultural techniques to plant, prune, fertilize, rototill and add soil amendments to annuals, perennials, bulbs, shrubs and trees. Assists in maintaining and repairing irrigation system. Waters as needed.
4. Maintains and repairs facilities. Uses appropriate tools for the task to repair or improve vandalized, weathered, or otherwise damaged structures.
5. Maintains trails. Mulches trails and keeps branches trimmed off trails. Assists in maintaining prairie by planting food crops, controlling weeds and controlled burns.
6. Follows proper procedures and guidelines to bring Arboretum in compliance with ADA Standards, i.e., parking, trails, facilities.
7. Maintains equipment and tools in proper working order. Inspects, repairs, lubricates and cleans per equipment manuals. Follows proper storage maintenance and use techniques according to City policies and appropriate equipment manuals.
8. Assists with construction of additional facilities such as signs, small buildings, fences, etc.
9. Assists with customer service and provides general information to public by answering questions, providing directions, enforcing rules.
10. Assists with emergency operations, including snow removal, as required.
11. 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 whom interaction is required to accomplish work and employer goals.
12. 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 includes 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

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### **EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:**

Basic education (general high school of three grades) or additional equivalent experience and minimum 18 years of age. Possession of an appropriate, valid driver's license. Must maintain an insurable driving record.

### **EXPERIENCE:**

Six months experience in landscape/horticulture, operation of mowing equipment, hand and power tools, and motorized utility vehicles, or an equivalent level of experience.

### **SKILLS:**

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

### **MENTAL REQUIREMENTS:**

1. Ability to work under distracting conditions.
2. Ability to read and comprehend technical manuals and instructions.
3. Ability to analyze safety situation.
4. Ability to access situation and make recommendations.
5. Ability to follow oral instructions.
6. Mechanical aptitude.

### **PHYSICAL REQUIREMENTS:**

1. Ability to travel and tour City facilities and parks in adverse conditions.
2. Ability to traverse rough terrain.
3. Ability to operate power and hand tools.
4. Exposure to chemical liquids, powders and fumes.
5. Ability to operate City vehicles and equipment.
6. Exposure to vehicle fumes and noise.
7. 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	Occasional	motor vehicle operation
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	Occasional	misc. tasks require ladder usage

LIFTING	WEIGHT	HEIGHT	FREQUENCY	DURATION	DESCRIPTION
Chain Saw	10 lbs	Ground to Overhead	variable	occasional	one hand lift/tree pruning
Chain Saw	20 lbs	Ground to Overhead	variable	occasional	two hand lift/tree pruning
Chain Saw	32 lbs	Ground to Overhead	variable	occasional	two hand lift/tree pruning
Pole Saw	18 lbs	Ground to Overhead	variable	occasional	two hand lift/tree pruning
Water Hydrant Meter	26 lbs	Ground to Knee	variable	occasional	attaches to hydrant
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
Concrete	80 lbs.	Ground to Waist	variable	occasional	two hand lift
Chemical	50 lbs.	Ground to Waist	variable	occasional	two hand lift
Drum of Acid	80 lbs.	0-2 inches	variable	occasional	two hand lift

CARRYING	WEIGHT	DISTANCE	FREQUENCY	DURATION	DESCRIPTION
Chain Saw	10 lbs	0-30 feet	variable	occasional	one hand lift/tree pruning
Chain Saw	20 lbs	0-30 feet	variable	occasional	tw o hand lift/tree pruning
Chain Saw	32 lbs	0-30 feet	variable	occasional	tw o hand lift/tree pruning
Pole Saw	18 lbs	0-30 feet	variable	occasional	tw o hand lift/tree pruning
Water Hydrant Meter	26 lbs	0-10 feet	variable	occasional	attaches to hydrant
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
Concrete	80 lbs.	0-20 feet	variable	occasional	tw o hand lift
Chemical	50 lbs.	0-20 feet	variable	occasional	tw o hand lift
Drum of Acid	80 lbs.	0-20 feet	variable	occasional	tw o hand lift

PUSHING	FORCE	FRQNCY/DUR	DESCRIPTION
Branches into chipper	variable	occasional	two hand push
Dolly with 55 gal. drum	40 lbs.	occasional	two hand push
Torque required to utilize tools	variable	occasional	one or two hand requirement

PULLING	FORCE	FRQNCY/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
Pole Saw	27 lbs	occasional	one or two hand requirement for 20 sec vertically
Branches into chipper	variable	occasional	two hand push
Dolly with 55 gal. drum	40 lbs.	occasional	two hand push
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