

**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

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.

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

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 |