

CITY OF GAYLORD

Department of Public Works Public Works Maintenance Laborer

General Summary

Performs a variety of skilled or semi-skilled tasks and operates a variety of equipment related to the year-round general care and maintenance of the City.

Supervision Received

Employee is supervised by the Superintendent of the Department of Public Works and appropriate DPW and Cemetery Maintenance employee so assigned.

Essential Duties and Responsibilities

1. Mows and trims grass areas in municipal parking lots, parks, cemeteries and right-of-ways.
2. Maintains Bagley and Fairview Cemeteries including routine maintenance of all grounds and irrigation systems and empties trash receptacles.
3. Assists in burials, cemetery lot location for citizens.
4. Prunes, trims and fertilizes trees, shrubs and plantings throughout City as may be required.
5. Works in downtown district to insure cleanliness of sidewalks, benches and trash receptacles. Sweeps and washes sidewalks when necessary and other routine maintenance as may be required.
6. Operates Holder for snow removal throughout Downtown District and other designated areas.
7. Performs routine inspection and preventative maintenance on assigned equipment and refers defects or needed repairs to supervisor.
8. Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tolls after use.
9. Performs all duties in conformance with appropriate safety and security standards.
10. Other duties as assigned by City.

Peripheral Duties

1. Serves on various employee or other committees as assigned.

The list is not all inclusive of the total scope of job duties to be performed. Works with DPW crew collecting leaves and brush throughout City. Performs a large variety of tasks and works with DPW crew on regular basis.

Desired Minimum Qualifications

- Education and Experience:
 1. Graduation from high school education or GED equivalent, and/or
 2. Any equivalent combination of education and experience.
- Necessary Knowledge, Skills and Abilities:
 1. Knowledge of equipment, materials, methods and procedures used in maintenance and repair activities.
 2. General knowledge of plants and their proper care.
 3. Skill in operation of some of the listed tools and equipment.
 4. Ability to operate backhoes, loaders, dump trucks and miscellaneous tractors and equipment.
 5. Ability to perform heavy manual tasks for extended periods of time; ability to work safely; ability to communicate effectively, verbally and in writing; ability to establish and maintain

effective working relationships with employees, other departments and the public; ability to understand and carry out written and oral instructions.

Special Requirements

Valid State Driver's license.

Valid CDL License –Within 6 months

Tools and Equipment Used

Motorized vehicles and equipment, including pickup truck, backhoe, loader, dump trucks, tractors and lawn mower, common hand and power tools, shovels, wrenches, mobile radio, phone, snow removal equipment.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk, sit, climb or balance, stoop, kneel, crouch, or crawl, and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to cold, wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.