

## **TOWN OF TOLLAND JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Laborer-Parks/Facilities</b>	<b>DEPARTMENT:</b>	<b>Parks and Facilities</b>
<b>REPORTS TO:</b>	<b>Public Works Supervisor and/or Working Foreman</b>	<b>FLSA STATUS:</b>	<b>Hourly, Nonexempt</b>
<b>BARGAINING UNIT:</b>	<b>Teamsters</b>	<b>CLASSIFICATION:</b>	
<b>DATE PREPARED:</b>	<b>6/24/15</b>	<b>DATE APPROVED:</b>	<b>7/14/15</b>

### **SUMMARY**

Performs manual work in the construction, installation, repair and maintenance of parks, roads, grounds, recreational areas, and buildings or facilities; operates a pickup truck with plow attachment and light equipment as assigned and does related work as required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Follows oral or written instructions from supervisor

Establish task priorities within work assignment

Utilize both hand tools and power equipment to complete assigned tasks

Operate tractor, bucket truck, mowing machinery, and other equipment

Follow standard safety procedures and regulations

Performs semi-skilled tasks in the fields of painting, carpentry and plumbing

Perform heavy manual work in the removal of debris from grounds

Reports tasks accomplished verbally to supervisor

Snow removal on roads, parking lots and sidewalks

Responds for emergency work such as snow removal, floods, hurricanes, etc., during and after normal work hours

### **SUPERVISORY RESPONSIBILITIES**

The employee holding this position will exercise no direct supervisory authority

### **QUALIFICATIONS, EDUCATION AND/OR EXPERIENCE**

The skills and knowledge required would generally be acquired with the ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions and one year of general grounds maintenance experience. Ability to use hand tools and equipment requiring manual dexterity and mechanical aptitude. Ability to lift and or carry medium to heavy weights, and to reach, bend, and kneel. Ability to work in poor weather conditions, including heat, cold, rain, and snow. Sufficient stamina and good health to perform strenuous physical

labor. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form.

### **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

### **MATHEMATICAL SKILLS**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out simple one or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

### **CERTIFICATES, LICENSES AND REGISTRATIONS**

CDL Class B motor vehicle operator's license with valid medical card

### **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 a disability to perform the essential functions.

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

The employee must frequently lift and/or move up to 50 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.

Work is performed primarily in a vehicle, or outdoor setting, in all weather conditions, including temperature extremes, during day and night shifts. The employee works near moving mechanical parts and may occasionally be exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.

## PHYSICAL DEMANDS

		Amount of Time			
		None	Under 1/3	1/3 To 2/3	Over 2/3
Stand					X
Walk					X
Sit			X		
Use hands to finger, handle, or feel					X
Reach with hands and arms				X	
Climb or balance				X	
Stoop, kneel, crouch, or crawl				X	
Talk or hear				X	
Taste or smell			X		

## LIFTING SCHEDULE

		Amount of Time			
		None	Under 1/3	1/3 To 2/3	Over 2/3
Up to 10 pounds					X
Up to 25 pounds					X
Up to 50 pounds				X	
Up to 100 pounds			X		

X

More than 100 pounds | | | |

## VISION REQUIREMENTS

- ☒ Close vision (clear vision at 20 inches or less)
- ☒ Distance vision (clear vision at 20 feet or more)
- ☒ Color vision (ability to identify and distinguish colors)
- ☒ Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- ☒ Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- ☒ Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- ☐ No special vision requirements.

## WORK ENVIRONMENT

The work environment requires exposure to the following conditions:

	Amount of Time			
	None	Under 1/3	1/3 To 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts			X	
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions				X
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		

Risk of electrical shock	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with explosives	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of radiation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

The position requires exposure to the following noise levels:

- ☐ Very quiet (examples: forest trail, isolation booth for hearing test)
- ☒ Quiet (examples: library, private office)
- ☒ Moderate noise (examples: business office with computers and printers, light traffic)
- ☒ Loud (examples: metal can manufacturing department, large earth-moving equipment)
- ☒ Very loud (examples: jack hammer work, front row at rock concert)

Make notes on the specific job duties that are affected by the environmental conditions selected above.

**NOTE: THIS DESCRIPTION IS ILLUSTRATIVE OF TASKS AND RESPONSIBILITIES THAT THE POSITION WILL ENTAIL. IT IS NOT MEANT TO BE INCLUSIVE OF EVERY TASK AND RESPONSIBILITY.**