

**POSITION DESCRIPTION
COUNTY OF LAPORTE, INDIANA**

POSITION: Part-time Laborer
DEPARTMENT: Parks and Recreation
WORK SCHEDULE: As Assigned
JOB CATEGORY: U (Unclassified)

DATE WRITTEN: April 2006
DATE REVISED:

STATUS: Seasonal
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skills, and/or ability required. The County of LaPorte provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Part-time Laborer for the LaPorte County Parks and Recreation Department, responsible for assisting full-time staff in maintaining and repairing park facilities and grounds.

DUTIES:

Assists in maintaining park facilities and grounds, including mowing and trimming grass, removing snow, collecting refuse from roadways, trails, and picnic areas, and assisting with construction projects as assigned.

Cleans buildings, including restrooms, Nature Center, shelters, and maintenance facilities.

Performs tasks related to trail maintenance, including trail chipping, trimming, and clearing.

Assists with care and maintenance of department vehicles and equipment.

Operates a variety of park maintenance equipment such as mowers, tractors, chainsaw, and various hand and power tools.

Occasionally performs duties on weekend and evenings.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGE:

Must be at least 18 years of age.

Practical knowledge of tools, machinery, and equipment and the proper application of various hazardous materials, including cleaning chemicals, fuels, fertilizers, and insecticides.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to meet all department hiring and retention requirements, and ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to understand and follow verbal and written instruction, and ability to effectively communicate orally and in writing with co-workers, other County departments, Parks and Recreation Board, volunteers, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities. Ability to competently serve the public with diplomacy and respect.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions and under time pressure from formal schedules and deadlines.

Ability to safely operate and maintain assigned equipment, tools, and vehicles, including mowers, tractors, chainsaw, and various hand and power tools.

Ability to physically perform assigned duties, including sitting/standing for long periods, sitting standing at will, lifting/carrying objects weighing over 50 pounds, pushing/pulling objects, reaching, close/far vision, color/depth perception, hearing sounds/communication, handling/grasping/fingering objects, and exposure to normal hazards associated with working outdoors.

Ability to follow prescribed safety precautions in working with vehicles, heavy equipment, tools, and required chemicals.

Ability to occasionally work extended, evening, and weekend hours.

Possession of a valid Indiana driver's license.

II. RESPONSIBILITY:

Incumbent assists in maintaining parks grounds and facilities as assigned, with priorities determined by supervisor. Detailed instruction is given in regard to the performance of assignments, with work reviewed in progress and upon completion to ensure proper adherence to instructions. Errors in work are primarily detected or prevented through supervisory review and instructions from supervisor. Significant care and skill is required in the operation of tools and equipment to ensure safety of self and others and to protect County property.

Incumbent reports directly to the Maintenance and Construction Supervisor.

III. PHYSICAL EFFORT:

Moderate to strenuous physical effort is exerted by incumbent in the operation of equipment, including sitting/standing for long periods, sitting standing at will, lifting/carrying objects weighing over 50 pounds, pushing/pulling objects, reaching, close/far vision, color/depth perception, hearing sounds/communication, and handling/grasping/fingering objects.

IV. WORKING CONDITIONS:

Incumbent performs the majority of duties outdoors or in a shop setting. Incumbent is frequently exposed to normal hazards associated with construction and maintenance duties performed outdoors, including noise, grease, dirt, dust, vehicle fumes, inadequate lighting, extreme temperatures, and inclement weather. Incumbent may occasionally work in confined areas and in high places such as when using ladders. Safety precautions must be followed at all times to avoid injury to self and others, including wearing protective clothing and equipment.

Incumbent is required to occasionally work extended, evening, and weekend hours.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Part-time Laborer for the LaPorte County Parks and Recreation Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee Signature

Date

Type or Print Name

