

CITY OF MARQUETTE
Job Description

POSITION TITLE: General Maintenance Laborer

REPORTS TO: Facilities & Maintenance Supervisor

EFFECTIVE DATE: May 1, 2016

JOB CLASS CODE: Part-Time/Non-Exempt

POSITION SUMMARY

Under the general supervision of the Facilities & Maintenance Supervisor, performs a wide variety of tasks requiring considerable physical effort. General maintenance of City parks and other City properties, turf maintenance, refuse collection, preparation of athletic fields, playground maintenance, cleaning restrooms in all City parks and snow removal. Hours of work will be determined by the supervisor.

ESSENTIAL DUTIES

An employee in this position may be called upon to do any or all of the following:

- Operate a variety of power equipment to maintain grounds.
- Maintain all turf areas, including irrigating, seeding, weeding, raking and shoveling.
- Perform general grounds maintenance duties including picking up litter, raking, shoveling, painting, garbage pick-up, and playground maintenance.
- Keep picnic tables clean and clean charcoal grills.
- Maintain and clean restrooms at all City parks; monitor inventory of cleaning supplies.
- Assist other crews in a wide variety of duties as assigned by the supervisor.
- Exercise proper safety precautions in the performance of work, including use of appropriate personal protective equipment, machine guards, and safe work procedures.
- Inspect equipment before use and monitor its performance. Alert supervisor of possible malfunctions or maintenance issues.
- Operate City equipment in a safe, courteous manner using sound judgment at all times.
- Keep all equipment clean and organized.

NON-ESSENTIAL DUTIES

Performs other related functions as assigned.

MATERIALS AND EQUIPMENT USED

- Lawn mowers; both push mowers and riding mowers, snow blowers.
- Rakes, shovels and other hand tools used for lawn work.
- Power tools for yard work including weed whip, back-pack blower, billy-goat vac, leaf vac

and blower, sod cutter, power edger, garden tiller and turf broom, plate compactor, portable irrigation system, and log splitter.

MINIMUM QUALIFICATIONS REQUIRED

- Ability to maintain satisfactory working relationships with public officials, the general public and other City employees.
- Ability to work a flexible schedule.
- Physical strength and dexterity to perform strenuous work involving lifting and carrying moderately heavy objects.
- A valid Michigan driver’s license and good driving record.
- Knowledge of safe work practices and materials used.
- Knowledge and ability to operate a variety of hand tools and power equipment used in landscape maintenance.
- Must be able to work week-ends and holidays.
- Must be at least 18 years of age to operate power tools.

PHYSICAL DEMANDS

- Ability to work outdoors in all types of climate and weather conditions. Ability to withstand temperature changes in the work environment.
- Physical strength and dexterity to perform work involving lifting and carrying moderately heavy objects.
- Occasional sitting and driving.
- Frequent standing, walking, bending, squatting, twisting, climbing and reaching.

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this job description.

Approved by:

Department Head

Director of Administrative Services