



CITY OF INGLESIDE JOB DESCRIPTION

Laborer I

Department:	Streets & Facilities
FLSA Status:	Non-Exempt
Effective Date:	05/13/2020
Pay Grade:	2

POSITION SUMMARY

Performs manual work including general grounds keeping for parks, routine maintenance and repair duties for streets and public utilities, janitorial work, and related work as apparent or assigned. Work is performed under the close supervision of the assigned supervisor.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Mows grass, edges curbs and sidewalks, weed eats, maintains right-of-way areas.
- Maintains various plants, trims and prunes hedges and trees.
- Maintains and repairs drainageways, catch basins, curbs, gutters, cleans storm drain and catch basin structures, digs ditches and trenches.
- Repairs potholes in street with asphalt, installs and repairs culverts and driveways, sets concrete forms, helps pour concrete.
- Paints pavement markings and striping.
- Installation and maintenance of street and traffic signs.
- Assists with the installation of storm sewers and drainage lines.
- Operates a variety of landscaping and street maintenance equipment.
- Cleans and disinfects restrooms in community buildings, replenishes paper supplies and soap as necessary, clears clogged drains in sinks and toilets.
- Assists with setting up community centers for various events, moves furniture, equipment, and supplies, sets up and takes down various gaming equipment and barricades, cleans up and restores area after events, removes and stores furniture.
- Performs landscaping maintenance duties such as picking up trash, leaves and debris from sidewalks and parking lots.
- Performs routine repairs on building fixtures, furniture and /or structures, such as replacing light bulbs and fuses, replacing parts, etc., assist with painting.
- Assist with Maintenance of the public pool and splash pad.
- Regular upkeep and maintenance of the vehicles, equipment, and tools used.
- Assist with demolition and pick up of illegally dumped items as requested by the Code Enforcement department.

- Assist with other departments maintenance work as needed or required.
- Complete assigned health and safety courses to create a safe work environment

SUPERVISION RECEIVED AND EXERCISED

- Close supervision
- Work is under the direction of the assigned supervisor

EDUCATION AND EXPERIENCE REQUIREMENTS

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- **Education** – High school diploma or GED
- **Experience** – None
- **License or Certificate** – Valid driver's license in the State of Texas (Class C required; Class B preferred).
- **Special Requirements** - May require possession of, or ability to obtain, specific licenses and/or certifications depending on departmental assignment.

Required Education:	High School Diploma / GED
Required Experience:	None
Combination OK?	Yes
License or Certificate:	Valid Texas DL

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- General knowledge of the tools, materials, and equipment used in recreation facility and ground maintenance work.
- General knowledge of materials, equipment, tools, and techniques of the standard building trades.
- Ability to read and write.
- Ability to understand oral and written directions.
- Good physical condition: physical ability to perform heavy manual work and perform manual labor for extended periods of time.
- Ability to work independently.
- Ability to operate machinery and equipment.
- Ability to establish and maintain effective working relationships with associates and the public.

PHYSICAL DEMANDS

The physical demands herein 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 these essential job functions.

- This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force.
- Work regularly requires standing; walking; using hands to finger, handle or feel; climbing or balancing; frequently requires sitting and reaching with hands and arms; and occasionally requires stooping, kneeling, crouching, crawling, and lifting.
- Work has standard vision requirements.

Weight:	10-50 lbs.
Environment:	Moderate Noisy
Physical Activity:	Heavy

- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires operating motor vehicles or equipment and observing general surroundings and activities.
- Work occasionally requires exposure to outdoor weather conditions, exposure to toxic or caustic chemicals, or exposure to fumes and airborne particles, and may require the use of specialized personal protective equipment.
- Work is generally in a moderately noisy location (e.g. on or near noisy equipment, light traffic).

Personnel and Policy Handbook section 3-C

“all new employees are required to complete the FEMA IS-100, IS-200, and IS-700 within the first six (6) months of employment. All supervisors and managers are also required to complete the FEMA IS-300 and IS-400 within six (6) months of holding position.”

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position. Nothing in this job description restricts management’s right to assign duties and responsibilities to this job at any time. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.

Employee Signature

Date