

## CITY OF OVERLAND PARK POSITION DESCRIPTION

<b>TITLE:</b>	Laborer I	<b>BAND/LVL:</b>	NE/00
<b>DEPARTMENT:</b>	Recreation Services	<b>JOB NO:</b>	9095
<b>DIVISION:</b>	Golf Course	<b>DATE:</b>	05/11/2016
<b>REPORTS TO:</b>	Golf Course Superintendent	<b>FLSA STATUS:</b>	N
<b>FULL-TIME:</b>	<b>PART-TIME:</b>	<b>TEMPORARY:</b>	<b>X</b>
		<b>COST CENTER:</b>	532/533

**REPLACES: Golf Course Laborer**

**DATE: 12/2010**

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### **JOB SUMMARY STATEMENT:**

Assists with mowing and trimming of golf course areas. Operates and maintains various hand and power tools. Performs manual labor as needed. Maintains greens and tee areas. Assists with emergency operations, including snow removal, as needed.

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### **DUTIES AND RESPONSIBILITIES:**

1. Mows greens, tees, fairways, and rough areas. Operates and maintains riding and hand movers, weed-eaters, shovels, and various hand and power tools.
2. Hand waters greens. Operates utility cart with attached water hose to designated area, hand water identified hot spots.
3. Performs manual labor as needed. Assists full-time employees with repairs to irrigation system by digging up ground cover, placing sod, raking traps, hauling fertilizer, lifting and filling water jugs and planting flowers.
4. Assists with golf course set up. Helps change cups, move markers, pick up trash, etc.
5. Assists with emergency operations, including snow removal, as required.
6. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
7. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

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### **GENERAL QUALIFICATIONS**

#### **EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:**

Basic education (general high school of three grades) or additional equivalent experience and minimum of 18 years of age. Possession of an appropriate. valid driver's license. Must maintain an insurable driving record.

#### **EXPERIENCE:**

Six months of experience in landscape/horticulture, operation of mowing equipment, hand and power tools, and motorized utility vehicles or an equivalent level of experience

#### **SKILLS:**

1. Manual dexterity.
2. Good listening skills
3. Good oral communication skills

**MENTAL REQUIREMENTS:**

- 1. Ability to work under distracting conditions.
- 2. Ability to read and comprehend technical manuals and instructions.
- 3. Ability to analyze safety situation.
- 4. Ability to access situation and make recommendations.
- 5. Ability to follow oral instructions.
- 6. Mechanical aptitude.

**PHYSICAL REQUIREMENTS:**

- 1. Ability to travel and tour City facilities and parks in adverse conditions.
- 2. Ability to traverse rough terrain.
- 3. Ability to operate power and hand tools.
- 4. Exposure to chemical liquids, powders and fumes.
- 5. Ability to operate City vehicles and equipment.
- 6. Exposure to vehicle fumes and noise.
- 7. Exposure to extreme environmental conditions.
- 8. Ability to work early morning hours and extended day hours during golf season.

**SEE ESSENTIAL FUNCTIONS BELOW FOR ADDITIONAL PHYSICAL REQUIREMENTS.**

**SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

None.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

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**ESSENTIAL FUNCTIONS**

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<b>ACTIVITY</b>	<b>DURATION</b>	<b>DESCRIPTION</b>
Standing	Occasional	even / uneven surface
Walking	Occasional	even / uneven surface
Pushing Spread	Occasional	even / uneven surface
Sitting	Frequent	driving misc. vehicles
Driving	Frequent	motor vehicle / golf cart / misc. vehicles
Bending	Occasional	misc. tasks require bending postures (shovel/rake/etc.)
Stooping	Occasional	misc. tasks require stooping postures
Twisting	Occasional	misc. tasks require twisting postures
Kneeling	Occasional	misc. tasks require kneeling postures (irrigation)
Squatting	Occasional	misc. tasks require squatting postures
Crawling	Occasional	misc. tasks require crawling postures
Stairs	Occasional	misc. environments require use of stairs
Ladders	Occasional	misc. environments require use of ladders

LIFTING	WEIGHT	HEIGHT	FREQUENCY	DURATION	DESCRIPTION
concrete	80 lbs.	floor to waist	variable	occasional	two hand lift
cooler (full)	82 lbs.	floor to chest	variable	occasional	two hand lift
bucket of sand (full)	68 lbs.	0-25 in.	variable	occasional	two hand lift
ball washer housing	54 lbs.	0-5 in.	variable	occasional	two hand lift
blower	20 lbs.	knee to chest	variable	occasional	two hand lift
tree segments	up to 50 lbs.	ground to waist	variable	occasional	cut during tree removal
cup tool	10 lbs.	floor to waist	variable	frequent	one hand lift
cup kit	8 lbs.	floor to waist	variable	frequent	one hand lift
bag of fertilizer	50	floor to chest	variable	occasional	two hand lift
weed eater	20 lbs.	floor to waist	variable	occasional	two hand lift
pole saw	20 lbs.	floor to chest	variable	occasional	two hand lift
shovels/rakes/tools	<10 lbs.	floor to waist	variable	occasional	two hand utilization
drag mat	70 lbs	floor to waist	variable	occasional	two hand lift

CARRYING	WEIGHT	DISTANCE	FREQUENCY	DURATION	DESCRIPTION
concrete	80 lbs.	0-40 feet	variable	occasional	two hand carry
cooler (full)	82 lbs.	0-40 feet	variable	occasional	two hand carry
bucket of sand (full)	68 lbs.	0-40 feet	variable	occasional	two hand carry
ball washer housing	54 lbs.	0-10 feet	variable	occasional	two hand carry
blower	20 lbs.	0-100 feet	variable	occasional	two hand carry
tree segments	up to 50 lbs.	0-20 feet	variable	occasional	two hand carry
cup tool	10 lbs.	0-100 feet	variable	frequent	one hand carry
cup kit	8 lbs.	0-100 feet	variable	frequent	one hand carry
bag of fertilizer	50	0-30 feet	variable	occasional	two hand carry
weed eater	20 lbs.	variable	variable	occasional	two hand carry
pole saw	20 lbs.	variable	variable	occasional	two hand carry
shovels/rakes/tools	<10 lbs.	variable	variable	occasional	two hand carry

PUSHING	FORCE	FRQUNCY/DUR	DESCRIPTION
boat	60 lbs.	occasional	two hand push - vertical
trailer	90 lbs.	occasional	two hand push - vertical
misc. equipment	40 lbs.	occasional	two hand push - horizontal

PULLING	FORCE	FRQUNCY/DUR	DESCRIPTION
boat	60 lbs.	occasional	two hand pull - vertical
trailer	90 lbs.	occasional	two hand pull - vertical
misc. equipment	40 lbs.	occasional	two hand pull - horizontal

REACHING	DURATION	DESCRIPTION
Above Shoulder Height	occasional	type of job / tool dependent
At Shoulder Height	occasional	type of job / tool dependent
Below Shoulder Height	occasional	type of job / tool dependent
Below Waist	occasional	type of job / tool dependent
Below Knee	occasional	type of job / tool dependent

FINE MOTOR	DURATION	DESCRIPTION
Gripping	frequent	type of job / tool dependent
Pinching	occasional	type of job / tool dependent
Wrist Flexion & Extension	frequent	type of job / tool dependent
Wrist Lateral Deviations	frequent	type of job / tool dependent
Pronation & Supination	frequent	type of job / tool dependent