



JOB DESCRIPTION

TOWN OF WEST WARWICK

TITLE: Laborer/Parks Maintenance **DATE REVISED:** 07-01-2020
DEPARTMENT: Parks and Recreation Department **LAST REVISION:**
DIVISION:

PRIMARY PURPOSE OF THE POSITION: Under the general supervision of the Public Works Director, Assistant Director of Public Works, Parks and Recreation Maintenance Supervisor or other designated supervisor; will perform routine and semi-skilled manual labor required to support all assigned tasks and projects in the Recreation Department, both individually and as part of a structured crew. May be required to work overtime during scheduled assignments, extended workday situations and emergency situations.

ESSENTIAL DUTIES:

- Perform manual labor of a semi-skilled nature as part of building and ground maintenance;
- Fertilize, plant, water and cut grass, weeds and other vegetation;
- Layout fields, paint lines, maintain infields and other similar tasks on all city owned fields;
- Clean and maintain all Recreation areas, buildings, athletic fields, playgrounds, tennis and basketball courts, park grounds, passive parks and other related Recreation and specified Town properties;
- Responsible to secure Recreation buildings and fields;
- Mulch, cultivate, weed, rake, cut, shovel and perform other related ground maintenance;
- Snowplow and shovel Parks & Recreation facilities, bike path and other specified Town buildings and parking lots;
- Use a variety of tools and machinery assigned to the Recreation Department and Department of Public Works;
- Operate vehicles and equipment such as pickup trucks, chain saws, lawn mowers and weed eaters;

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- Make minor repair to small tools and simple mechanical equipment;
- Maintain and provide general housekeeping and maintenance tasks to provide clean restrooms and clean common recreation areas for patrons;
- Pick up, load, move, and transport large and small items, materials, equipment, freight and supplies as requested;
- Assist in the handling and storage of inventory;
- Maintain a clean worksite and equipment;
- Complete assigned work in an orderly and efficient manner;
- Notify supervisor of any immediate or potential problems;
- Provide extraordinary customer service to residents;
- Perform labor of a semi-skilled nature in the Public Works Department when needed and requested in accordance with section 37.5 of the collective bargaining agreement; and
- Perform other duties as required.

(The essential duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

EDUCATION AND EXPERIENCE:

- Applicant must possess a high school diploma or GED equivalent supplemented with at least six months of work experience as a laborer or related field; or any equivalent combination of education and experience.

QUALIFICATIONS/REQUIREMENTS:

- Ability to write, read, understand and follow both written and oral communications/instructions;
- Ability for basic mathematical skills in addition, subtraction, multiplication, division;
- Knowledge of the use of common tools, construction and ground maintenance equipment;
- Ability to operate light automotive trucks, pickup trucks, dump trucks, snowplows and power-driven grounds maintenance equipment;

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- Ability to perform manual labor of semi-skilled nature using and making minor repair to small tools and simple mechanic equipment; and
- Must have Valid State of Rhode Island Driver's License.

SPECIAL REQUIREMENT:

- A valid State of Rhode Island Commercial Drivers' License is required.
- New hires that do not possess a valid State of Rhode Island Commercial Drivers' License will be required, during their probationary period (6 months), to obtain a valid Rhode Island Commercial Driver's License or be will be terminated.

PHYSICAL REQUIREMENT:

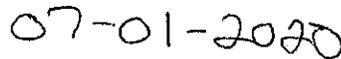
Physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- While performing the duties of this job the employee must frequently lift up to 80 pounds, frequently walk, sit, use hands or fingers to handle or feel; use power tools; reach with hands and arms; climb or balance, stoop, kneel, crouch or crawl; see, talk or hear.
- Specific vision required are close, distance, color peripheral and depth perception.
- Working environment will include all types of weather conditions; including snow, rain, heat, humidity and extreme cold.
- Work noise is mostly moderate.

APPROVED:



Ernest Zmyslinski, Town Manager



Date