

CITY OF CLARKSDALE
Laborer - Grass Cutting

Job Title: Laborer - Grass Cutting
Department: Public Works
Reports To: Todd Jones
FLSA Status: Temporary - Full Time
Prepared By: Cathy Clark
Prepared Date: 03-10-2014
Approved By: Mayor Lockett
Approved Date: 03-10-2014

Summary Maintains grounds of industrial, commercial, or public property by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned and are not limited to the below.

Cuts lawns.

Trims and edges around walks, flower beds, and walls.

Prunes shrubs and trees to shape and improve growth or remove damaged leaves, branches, or twigs.

Sprays lawn, shrubs, and trees with fertilizer, herbicides, and insecticides.

Rakes and bags or burns leaves.

Cleans grounds and removes litter.

Plants grass, flowers, trees, and shrubs.

Waters lawn and shrubs.

Repairs fences, gates, walls, and walks.

Paints fences and outbuildings.

Cleans out drainage ditches and culverts.

Sharpens tools such as weed cutters, edging tools, and shears.

Makes minor repairs on equipment such as lawn mower, spreader, and other equipment.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies :

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service ; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Business Acumen - Understands business implications of decisions; Aligns work with strategic goals.

Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue ; Conserves organizational resources.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses.

Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes

obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions ; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals.; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

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

Education and/or Experience

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

No skills needed

Reasoning Ability

Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

Certificates, Licenses, Registrations

Must have a current valid driver's license

Other Skills and Abilities

Ability to read, analyze and interpret public works records. Ability to respond to inquiries from citizens, regulatory agencies or members of the business community. Ability to effectively present information to the Mayor and Board of Commissioners and to public groups. Must be able to read and interpret all adopted federal, state and local codes and laws as it relates to the Public Work's Department and comprehend complex instructions, correspondence, and memos in the English language.

Ability to speak effectively using the English language. Ability to effectively present information in one-on-one and group situations to citizens and other employees of the city.

Other Qualifications

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is subject to stressful situations and demands and meeting project deadlines or responding to emergency working more than forty (40) hours per week.

Occasional travel will be required to the various departments or property within the City to relay information. The work environment is normally one that requires a constant flow of information exchange, as well as telephone inquiries and personnel visits from other department heads and employees.

Physical Demands The physical demands described here 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 the essential functions.

While performing the duties of this Job, the employee is regularly required to walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is frequently required to taste or smell. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties of this job are performed outdoors. The employee occasionally will be required to work in outside weather conditions, exposed to wet and/or humid conditions, extreme cold or extreme heat. The employee occasionally will be required to work near moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals and loud acoustic vibrations.