



# CITY OF RIVERVIEW - JOB DESCRIPTION

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**Class Title:** Laborer  
**Department:** Land Preserve  
**Supervised by:** Lead Heavy Equipment Operator and Landfill Serviceman / Mechanic  
**FLSA Status:** Non-Exempt  
**Revision:** February 2015  
**Hours:** Part-Time

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## **Position Summary:**

Performs work that is general in nature throughout the landfill; Duties include general maintenance.

## **Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Performs grounds maintenance clean-up duties to include; picking up litter, road clean up, etc.
2. Performs general maintenance around facility as directed.
3. Operates a variety of light equipment as listed in equipment list below.
4. Maintains grass by mowing, edging, weed whipping, and leaf clean up.
5. Maintains landscaping by watering, landscape removal as necessary, planting and trimming of trees, shrubbery, and various other plants.
6. Assists in the cleaning of building gutters.
7. Washes exterior and interior windows of all buildings as scheduled.
8. Assists Heavy Equipment Mechanic and Landfill Serviceman when necessary to complete repairs, maintain tools, parts, and supplies.
9. Measures trucks and containers as needed by the Ticket Office staff.
10. Scans trucks and containers with radiation detector as needed by the Ticket Office staff.
11. Supervises temporary laborers from staffing firm during large debris clean up.

## **Licenses and Certifications:**

- Valid State Driver's License.

**Equipment Used:**

The equipment listed below is representative of what may be used to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hand Tools
- Power Tools
- Hand Mowers
- Riding Mowers
- Chain Saw
- Truck
- Weed Whip
- Edger
- Shovel
- Snow Blower
- Shovel
- Hand Seeder
- Copy Machine
- Drill
- Saw

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Must be 18 years of age according to the Fair Labor Standards Act of 1938 for child labor.
- Any combination of training and experience which provides the required knowledge, skills, and abilities.
- Ability to use tools and special equipment in facility and equipment maintenance and repair.
- Skill in using tact, discretion, initiative and independent judgment within established guidelines.
- Ability to establish and maintain satisfactory working relationships with the public and other employees.
- Knowledge of standard arithmetic, including percentages, decimals, and negative integers.
- Skill in the operation of a copier, fax, and other standard office equipment.
- Ability to understand and follow oral and written instructions, and carry them out independently.
- Ability to compile data and prepare accurate records, reports, and correspondence.
- Ability to effectively communicate and present ideas and concepts both in person and on the telephone.
- Ability to assess situations, problem solve, and work effectively.

- Ability to recognize workplace hazards and be able to avoid or minimize the hazard(s).

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 communicate with others in person, in writing, and on the telephone.
- The employee frequently is required to use hands to finger, handle or feel and reach with hands and arms.
- The employee is frequently required to use feet and legs to move items and use various equipment and tools.
- The employee will frequently twist and bend at the waist level, squat using knees, and reach using arms.
- High exposure to outdoor temperatures will occur during all seasons with consistent exposure to sun, dirt, and dust.
- While performing the duties of this job, the employee regularly works in a shop setting as well as outdoors.
- The employee must be able to exert 50 to 100 pounds of force occasionally, or 25 to 50 pounds of force frequently, or 10 to 20 pounds of force constantly.
- Ability to ascend or descend ladders, stairs, scaffolding, ramps, poles, and the like, using feet and legs, hands and arms.
- The noise level in the work environment is moderately loud to loud from consistent truck and heavy equipment traffic as well as other tools and equipment that are in use.

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