

TITLE: EQUIPMENT OPERATOR II / LABORER

DEPARTMENT: CEMETERY DEPARTMENT

JOB SUMMARY:

Performs semi-skilled and skilled work of a routine nature in the operation light automotive equipment, riding mowers, weed trimmers, backhoe, and trailers in the maintenance and care of properties.

Work under the direct supervision of the Department Head or the Crew Leaders. Specific instructions are given and work is checked while in progress and upon completion. Equipment Operator II / Laborer does not usually exercise formal supervision over city employees but will act as lead worker over community service workers in the absence of the Department Head or Labor Forman

SPECIFIC JOB RESPONSIBILITIES:

The following examples of duties and associated are typically performed by a person in this position. No attempt is made to be exhaustive in this listing.

1. Cuts grass with the use of weed trimmers, mowers, tractors and necessary attachments.
2. Uses power tools to remove debris from properties.
3. Performs minor maintenance repairs on equipment - i.e. grease equipment, check oil, change belts and ect...
4. Assists in keeping work area clean.
5. Will be responsible for spraying herbicides/pesticides under the direction of the Crew Leader or Department Supervisor.

6. Plants and cares for trees, shrubbery, flowers and turf grass. Prunes, removes, sprays, waters and fertilizes trees, grass, shrubbery, flowers and ect.
7. Mulches leaves on a year round basis.
8. Delivers materials to worksite by use of pick-up truck and trailer.
9. Assists in opening and closing, set-up, take-down and any other preparations involved in grave services.
10. Ability to follow and comprehend oral instructions.
11. Ability to deal with the public in a courteous and tactful manner and to work harmoniously with fellow employees

SPECIAL KNOWLEDGE, SKILLS, ABILITIES OR EDUCATION:

1. Knowledge of safe operation of and maintenance of assigned equipment
2. Knowledge of traffic laws, ordinances, and rules involved in operation of assigned equipment
3. Skill in the operation of assigned equipment and tools.
4. Ability to follow oral/written instructions.
5. Ability to lift between 50-100 lb..

DESIRED QUALIFICATIONS:

1. Education sufficient to meet the demands of the job with the ability to obtain a CDL drivers license if need be.
2. Some experience in operating equipment
3. Some experience in grounds maintenance field.

MINIMUM QUALIFICATIONS:

1. Must be able to work overtime.
(WHEN REQUIRED)
2. Must be able to work weekends or Holidays.
(WHEN REQUIRED)
3. Be in good physical condition.
4. Must possess a valid State of Arkansas driver's license.

WORKING CONDITIONS:

Working conditions include operating light and heavy equipment outdoors in all types of weather conditions including extreme hot, cold, dry and wet Working conditions may also include working after dark and assisting in emergency conditions.

The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and requirements.

All job descriptions fall under the Department Supervisor or Crew Leaders discretion.

This job description may be reviewed on a semiannual base and could be modified as job duties may change.

I have read and understand the general description of Equipment Operator II / Laborer position.

Name _____ Date _____