



Parks & Cemeteries Department

Laborer/Operator Position

Definition

This is a position within the Parks, Recreation, Docks and Cemeteries Division of Fort Madison. Responsibilities include the maintenance of public parks, cemeteries and their facilities under direct supervision.

Supervision Received

Works under the immediate supervision of the Parks/Cemetery Supervisor

Essential Functions and Duties

- Assists in the propagation, planting and transplanting of trees, shrubs and flowers in the City; also includes mowing, fertilizing and applying pesticides within the parks and cemeteries.
- Performs custodial maintenance of park and cemetery properties; inspects park and cemetery facilities to ensure proper care and maintenance.
- Performs maintenance and repairs on all vehicles, tools and equipment necessary to maintain parks and cemeteries and refers defects or needed repairs to supervisor; cleans equipment.
- Mows grass within the parks and cemetery departments with hand, power and tractor mowers.
- Must be able to operate the following equipment; tractors, trucks, front end loader, welder, cutting torch, chainsaw, common hand and power tools, backhoe, power mowers, one-ton truck, john boat and pickup.
- Coordinates with maintenance crews for all city owned parks, cemeteries and their facilities.
- Prepares orders for materials and supplies; assisting in preparing budget estimates; maintains records and prepares reports as required.
- Able to react to change productively and to handle tasks as assigned.
- Perform general carpentry, electrical, painting and plumbing work.

Physical Demands

- The physical demands described 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 use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand, talk and hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Required Knowledge, Abilities and Skills

- Knowledge of modern principles and practices of parks, playgrounds, and cemetery management.
- Knowledge of forestry, landscaping, horticulture, and general maintenance work.
- Knowledge of tree, plant and turf diseases and harmful insects and the chemicals and methods used for controlling them.
- Ability to plan, direct, coordinate, and control the activities of subordinate personnel.
- Knowledge of occupational hazards and necessary safety precautions.
- Ability to establish and maintain effective working relationships with fellow employees and the general public.
- Ability to prepare clear and concise written reports.

Desired Minimum Qualifications

Education and Experience:

- High School diploma or GED equivalent and two (2) years of experience relating to parks/cemetery maintenance.
Or
- Any equivalent combination of education and experience.

Special Requirements:

- Have a current Iowa Driver's License or be able to obtain an Iowa Driver's License within ninety (90) days of start date.
- Have a current certificate or be able to obtain Certification as a Certified Pesticide Applicator under the License maintained by the City of Fort Madison in the following categories: 3OT Ornamental and Turf Pest Control and Right-of-way Pest Control within six (6) months of start date.

Nature of Work

This is a labor position within the Parks, Recreation, Docks and Cemetery Division. Responsibility includes the maintenance of public parks, a municipal swimming pool, playgrounds, a municipal marina and cemeteries. Work involves landscaping and planting, control of plant disease and harmful insects, care of trees and shrubbery, the construction and maintenance of athletic fields, playgrounds and related buildings and cemeteries. The employee is responsible for the maintenance, repair, and use of all vehicles, tools and equipment necessary to perform the required tasks. Direction and review are received

from the Park Supervisor; however, the employee must exercise discretion and independent judgment in performing required work.

Examples of Worked Performed

- Assists in the propagation, planting and transplanting of trees, shrubs and flowers in the City; also includes mowing, fertilizing and applying pesticides within the parks and cemeteries.
- Performs custodial maintenance of park and cemetery properties; inspects park and cemetery facilities to ensure proper care and maintenance.
- Works with maintenance crews for parks, marina, athletic areas and cemeteries.
- Performs maintenance and repairs on equipment as well as scheduling routine equipment inspections with the vehicle maintenance division.
- Prepares orders for supplies and materials; assists in preparing budget estimates; maintains records and prepares reports as required.
- Performs related work as required.

Selection Guidelines

- Formal applications, rating of education and experience; oral interview and reference check; job related tests might be required.
- The duties listed above are intended only as illustrations 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 position.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Submit applications to Justina Cullen via email at jcullen@fortmadison-ia.com or mail to: 811 Avenue E, Fort Madison, IA 52627