



Regularly operates various trucks/equipment/tools in the performance of duties, tractors, mowers, weed eaters, hedgers, trimmers, pruners, tiller, edger, leaf blower, power/chain saws, drills, air compressor, grinder, belt sander, power washer, paint sprayer and other hand/power tools as needed.

Regularly checks and ensures proper maintenance of department equipment, tools and vehicles.

Occasionally assists with preparing for community special events and activities.

Performs related duties as assigned.

### **I SKILLS AND KNOWLEDGE:**

High school diploma or GED. Experience in building trades, construction and/or plumbing preferred.

Must be at least 18 years of age.

Working knowledge of and ability to make practical application of department policies and procedures and applicable OSHA safety policies and procedures.

Working knowledge of methods, practices, and materials used in grounds and facility maintenance, with ability to maintain park grounds, perform equipment inspections, and complete repairs on park facilities and equipment as needed.

Ability to meet all hiring requirements, including passage of a medical exam and a drug test.

Ability to operate various trucks/equipment/tools in the performance of duties, tractors, mowers, weed eaters, hedgers, trimmers, pruners, tiller, edger, leaf blower, power/chain tools as needed.

Ability to effectively communicate in a courteous and tactful manner with co-workers, supervisors, other City personnel, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to work alone with minimum supervision and with others in a team environment, often at a rapid pace and on several tasks at the same time.

Ability to understand, retain, and carry out oral and written instructions and completes daily work reports as appropriate.

Ability to physically perform essential duties of the position, including bending, reaching, crouching/kneeling, standing/walking for long periods, climbing ladders, pushing/pulling objects, moderate to heavy lifting, close/far vision, color/depth perception, hearing sounds/communication and handling/grasping/fingering objects.

Ability to occasionally work extended hours, evenings, and weekends.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

## **II RESPONSIBILITY**

Incumbent performs specific park maintenance and repair duties with priorities primarily determined by supervisor and season deadlines. Assignments are guided by broad policies and/or general objectives, with incumbent referring to supervisor any unusual situations, such as misuse of facilities or potentially dangerous equipment conditions. Errors in work are primarily detected or prevented through procedural safeguards and/or notification from other staff or the public.

Incumbent reports directly to the Maintenance Supervisor.

## **III PHYSICAL EFFORT:**

Incumbent's duties involve bending, reaching, crouching/kneeling, standing/walking for long periods, climbing ladders, pushing/pulling objects, moderate to heavy lifting, close/far vision, color/depth perception, hearing sounds/communication and handling/grasping/fingering objects. Strain is not prolonged and effort is exerted for short to moderate periods of time, usually in connection to such duties as mowing grounds, removing fallen trees/limbs, and constructing shelters.

**IV WORKING CONDITIONS:**

Incumbent performs duties in a garage/workshop and outdoors and is frequently exposed to normal hazards associated with park maintenance, including machinery, excessive noise, moving parts, toxic chemicals, combustible fuels, dust, dirt, fumes, slippery surfaces, working in high places, and varying weather conditions. Incumbent may occasionally be required to wear protective clothing and/or equipment. Safety precautions must be followed at all times to avoid injury to self and others. Incumbent occasionally works extended hours, evenings, and weekends.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Janitor/Laborer for the City of Shelbyville Parks and Recreation Department, describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name