

Millard County

Job Description

Title:	Maintenance Laborer	Code: 15-4545
Division:	Operations	Effective Date: 10/07
Department:	West Maintenance	Last Revised: 4/21

GENERAL PURPOSE

Performs a variety of **entry level, basic grounds keeping** tasks requiring a wide range of abilities related to turf care, sprinkler system installation, maintenance and repair; clean-up, snow removal, and other related duties. Provides overall care and cleaning of the parking lots and grounds for county facilities.

SUPERVISION RECEIVED

Works under general supervision of Maintenance Supervisor and Assistant Maintenance Supervisor.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Performs basic grounds maintenance practices, assures maintenance of grounds equipment; and any or all of the following duties: mows, rakes and waters lawns; plants, transplants, waters and trims shrubs, flowers and trees; controls weeds; Clears debris from sidewalks and parking lots; stores equipment; performs basic sprinkler system repairs and maintenance; performs other duties as assigned.

Monitors and assures proper inventory of supplies and equipment; assures proper maintenance, care and cleaning of grounds, parking areas and improvements; empties garbage receptacles in outside areas; cleans restrooms.

Performs general gardening; plants flowers and maintains planting beds; prunes plants and removes weed growth; performs interior and exterior painting.

Maintains equipment and tools to ensure safe and efficient operation.

Performs on-call duties to assure timely response to grounds keeping emergencies.

Conducts routine and regular inspections.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. **Education and Experience:**
 - a. Sufficient experience to demonstrate an aptitude or ability to perform above and related duties;

2. **Knowledge, Skills, and Abilities:**

Some knowledge of landscaping and grounds maintenance practices; mechanical operations and methods of repairing equipment.

Skill in the operation of various related equipment, lawn mowers, weed whackers, sprinkler systems, and other tools common to grounds keeping.

Ability to determine needs for services and supplies necessary to carry out the task; communicate effectively, verbally and in writing; develop effective working relationships with supervisors, co-workers and the public; work independently; operate grounds equipment and power tools; lift and carry moderately heavy loads; establish and follow through on work priorities; deal effectively with some stress caused by work load and time deadlines.

3. **Special Qualifications and Other Requirements:**

Must be at least 17 years old and possess a valid driver's license.

Must acknowledge annual statement of ethical conduct.

Must comply with all Millard County policies and procedures.

4. **Work Environment:**

Incumbent of the position performs both indoor and outdoor physically demanding duties. Tasks require variety of physical activities, generally involving muscular strain, such as lifting, walking, standing, stooping, reaching, hearing and seeing critical to the safe performance of essential functions. Common eye, hand, finger, leg and foot dexterity required. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking, guided problem solving. May be required to lift if excess of 75 pounds in normal course of job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

(Employee) _____ have reviewed the above job description. Date: _____