

NOTICE OF JOB OPENING

January 14, 2016

JOB CLASSIFICATION: Laborer (Part-Time)

City of Benton is accepting applications for a part-time position in the Parks Department. A job description outlining job responsibilities and qualifications is attached to this notice.

Pay Rate: Grade 2 Range \$18,518 - \$27,778

Those who are interested in the position should complete an application and submit it to the Human Resources Department as soon as possible. An application is available from the Human Resources Department or a printable application is available on line at www.bentonar.org. Position closes at 5:00 p.m. Monday, January 25, 2016.

**CITY OF BENTON, ARKANSAS
JOB DESCRIPTION**

JOB TITLE: Laborer	DATE: 03/06
DEPARTMENT: Parks & Recreation	GRADE: 2
DIVISION: Parks & Recreation	FLSA STATUS: Non-exempt
REPORTS TO: Parks & Recreation Director	EEO CATEGORY: Service/Maintenance

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

JOB SUMMARY: To assist in the general maintenance, repair, and limited construction of the grounds, structures and facilities within the City Parks system.

ESSENTIAL JOB FUNCTIONS:

1. Assists in the general maintenance of grounds and buildings (mowing, cleaning, painting, trash removal, etc.).
2. Monitors readiness and accessibility of public restrooms and reports any necessary repairs to Parks Director.
3. Assists in the maintenance and readiness of softball and baseball fields and facilities.

SECONDARY DUTIES AND RESPONSIBILITIES:

1. May be required to work additional hours during scheduled tournaments, festivals, or heavy activity schedules.

SUPERVISORY RESPONSIBILITIES: None

Budget Responsibility:	\$ N/A Annual dollars
Facilities and Equipment Responsibility:	\$ 5,000 to \$150,000

EDUCATION & EXPERIENCE:

Minimal education required and zero (0) to six (6) months experience.

MINIMUM QUALIFICATIONS:

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of general maintenance procedures such as painting, mowing, weed eating, raking, debris removal, etc.

Skill in the use and safe operation of hand and power tools.

Ability to perform heavy physical labor.

Ability to follow written and verbal instructions.

ESSENTIAL REQUIREMENT:

Must possess and maintain a valid Arkansas Drivers' License

PHYSICAL REQUIREMENTS:

The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	Yes	No
Lifting (lbs.)	80	
Carrying (lbs.)	80	
Stooping/Bending	X	
Kneeling/Squatting	X	
Walking	X	
Standing	X	
Sitting	X	
Climbing, Balancing (working with a ladder)	X	
Use of hands to finger, handle, or feel	X	
Physical Coordination (simultaneous use of hands, arms, feet and legs)	X	
Eye-Hand Coordination	X	
Close Vision (Clear at 20 inches or less)	X	
Distant Visions (Clear at 20 feet or more)	X	
Color Vision	X	
Depth Perception	X	
Hearing	X	

WORK ENVIRONMENT:

The environmental conditions marked below are common for this job.

	Yes	No
Outdoor weather conditions	X	
Wet, Humid conditions (non-weather)	X	
Work near moving mechanical parts	X	
Work in high, precarious places		X
Fumes or dust	X	
Toxic or caustic chemicals	X	
Extreme Heat (non-weather over 90° F)	X	
Low noise (e.g., business office)	X	
Moderate Noise (e.g., light motorized equipment such as lawn mowers)	X	
Loud noise (e.g., jackhammer, heavy motorized equipment)	X	