

Uintah County

Job Description



Title:	Laborer/Security	Code:	811
Division:	Operations	Effective Date:	8/11
Department:	Cemetery/Western Park	Last Revised:	2/12
FLSA Cat:	Non-Exempt	Pay Grade:	14

GENERAL PURPOSE

Performs **medium to heavy physical labor, routine and semi-skilled tasks** as needed to assist in the completion of regular seasonal departmental duties for both the Cemetery and Western Park.

SUPERVISION RECEIVED

Works under the close to general supervision of the Cemetery Manager and the Western Park Manager.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Performs various field duties such as mowing and trimming of grass, removal of weeds, pruning and care of trees and shrubs; raises and straightens headstones and markers; raises sunken graves.

Assists in the operation of backhoe and other equipment, opens graves, closes graves; assists with disinterments and reinterments when necessary. Assists in the directing and flow of traffic at various locations throughout the County, including crosswalks and County owned or operated parking lots.

Operates a variety of equipment including ice resurfacing machine, ice sheet edger, skate sharpener, dump truck, lawn mowers, snow blowers, tamping machines, weed eaters etc.; performs routine light maintenance of equipment.

Performs mowing and watering of turf; carries out supplemental irrigation to sustain or force growth; perform routine maintenance of automated sprinkler systems.

Performs seasonal duties such as watering turf, raking leaves, snow removal, snow plowing, etc.; operates equipment to perform maintenance functions as needed.

Makes minor corrective or preventative repairs to equipment, machinery, systems, etc. Performs tasks requiring the use of a variety of hand tools and energized equipment such as picks, shovels, rakes, chain saws, jack hammers, and other medium equipment. Cleans, maintains, and stores assigned tools and equipment.

Performs watchman and security work securing building and grounds, patrolling and inspecting property against fire, theft, vandalism, and illegal activity; ensures buildings are safe and secure; inspects windows and doors for damage and proper locking function; ensures heat sources are properly protected or turned off; identifies and mitigates potential trip hazards, low hanging objects, etc.; reports issues to supervisor; performs post-event inspections and lockdown functions.

Monitors park patrons' activities, deters criminal activity or other problems; reports disturbances or illegal activities to the proper authorities.

Operates general use facility systems such as lighting, HVAC, sprinklers, speaking, and plumbing.

Performs general custodial duties, i.e., cleaning restrooms, vacuuming, dusting, mopping, etc.; moving desks, tables, chairs, etc. and generally assists in making venue preparations.

May supervise trustee/inmate works as assigned by the courts in performing community service projects.

Performs various cash accounting activities such as renting ice skates and/or stock stalls.

Performs duties with due regard for personal safety, that of other employees and the public; assists in training others in proper safety practices.

Performs other duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from High School or GED;

AND

B. One (1) year of general work experience;

2. Required Knowledge, Skills and Abilities:

Some knowledge of various light to heavy equipment; hazards and safety precautions related to construction and equipment operation; traffic laws, ordinances, and regulations; construction methods and procedures typical to county service systems; equipment parts and preventive maintenance for the same.

Some Skill in operation of medium equipment.

Ability to operate simple to complex equipment in various conditions; perform manual tasks for sustained periods of time; perform minor equipment maintenance and repair; follow written and verbal instructions; read and understand prints and plans; communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with fellow employees, the public and supervisors.

3. Special Qualifications:

None.

4. Work Environment:

Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, and lifting. Talking, hearing and seeing required to safely perform essential functions. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving. Continuous travel in automobile or heavy equipment required in 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.

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