

TOOELE COUNTY

Job Description

TITLE:	<u>Deseret Peak Laborer</u>	JOB CODE:	<u>608</u>
DIVISION:	<u>Grounds</u>	EFF. DATE:	<u>04/10/13 (Rev. 3/22)</u>
DEPARTMENT:	<u>Facilities Management</u>	GRADE:	
EEO CLASS:	<u>Service & Maintenance</u>	FLSA:	<u>Non-Exempt</u>
WORKERS COMP.:	<u>County</u>	CDL:	<u>No</u>

General Purpose:

General care and maintenance of Tooele County Parks and Recreation grounds. Performs semi-skilled maintenance and custodial work to assure all the facilities are clean, order and in good condition. Perform manual labor such as digging, shoveling, planting, trimming, painting, etc. May assist with related planning, and prepares for assigned work projects by assembling equipment, supplies, and other items as needed. Assist with general maintenance of sprinkler systems and preventive maintenance of lawnmowers, snow blowers and other small grounds keeping equipment.

Supervision Received:

Works under the general supervision of the Parks and Recreation Director.

Supervision Exercised:

Assist volunteer groups and facility patrons.

Example Of Duties:

Operate ground maintenance equipment (riding lawnmowers, weed eaters, and tillers, etc.)

Cleans floors, empties trash receptacles; cleans and stocks restrooms.

May paint equipment and structures used by the public; collect and cleanup refuse left behind by park patrons and perform other task associated with park operations.

Ability to lift and set up and arrange chairs, tables, blackboards, microphone, etc and check operating condition in preparation for special events. Move desks, file cabinets, or similar items to rearrange office space.

Washes windows; dusts, performs similar tasks. Uses brooms, mops, dustpans, and similar equipment to clean floors.

May operate a variety of equipment and tools such as landscaping equipment, hand tools and power tools including maintenance and repair of all tools and equipment and reporting of mechanical problems to the supervisor to ensure that repairs are made to guarantee the safety of those who operate the tools an equipment.

May assists in securing building at night.

May assist with snow removal if necessary.

Performs other related duties as required.

Minimum Qualifications:

Position with driving responsibilities:

Must be 17 years old and have one year of driving experience. Must have a valid driver license and that you've had it for at least 12 months for insurance purposes. Must be dependable and flexible with work hours.

Position with no driving responsibilities:

Must be at least 16 years old. Must be dependable and flexible with work hours.

Required Knowledge, Skills, and Abilities:

Ability to follow written and oral instructions; ability to establish and maintain effective working relationships with employees and members of the public. Ability to lift 50 pounds or heavier. This is often combined with bending, twisting, walking. Knowledge of the hazards and safety practices common to building construction, maintenance, and repair. Ability to work in all types of weather conditions.

Other Qualifications:

Achieve a competent or higher rating overall in each performance evaluation, which measures the following:

- Thoroughness, planning and organization, neatness, and accuracy.
- Learning and knowing all phases of the job; recognizing and solving routine problems.
- Knowing the office policies, systems, and services.
- Compared to other employees, maintaining a competent volume of work in addition to regular tasks, and competent speed of work.
- Being able to perform new duties, adjust to new situations, and control of self under pressure.
- Being resourceful; volunteering suggestions for improvement of work; being self-starting; seeking new tasks; taking responsibility.
- Making decisions; studying and considering all facts; using common sense.
- Cooperating with supervisors and peers; accepting constructive criticism; seeking self-betterment through education and other means.
- Being friendly, helpful, and showing self-control. Being punctual in attendance and being professional in dress and manner; showing good housekeeping of the general work area; ability to operate power floor cleaning equipment.
- Ability to follow written and oral instructions; ability to think and act independently on routine matters; ability to maintain effective working relationships with employees and members of the public and employees in other units.

Approved:

Dated this day of , 2022.

Department Director

Human Resources Director

County Manager

New Employee Certification of Receipt of Position Description

I certify that I have read and have received a copy of this position description and understand this is a description of the expected duties and responsibilities of my job with Tooele County Parks & Recreation Department.

Employee's Signature

Date