

**CITY OF BOWLING GREEN, KENTUCKY**  
**POSITION DESCRIPTION**

**TITLE: LABORER**

**DATE: NOVEMBER 2003**

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**PURPOSE OF POSITION**

The purpose of this position is to perform manual tasks and operate assorted equipment for the assigned department. Responsibilities include maintaining designated City grounds/property, buildings, and structures.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Operates equipment such as backhoe, jackhammer, chain saw, lawn mower, chipper, leaf machine, weedeater, concrete saw, paint stripper, or tractor with bush hog in compliance with City safety regulations.
- Mows and trims assigned City property; removes brush, tree limbs, and leaves with chipper and leaf machines; cleans alleys and right-of-way locations; removes snow and ice from streets and sidewalks as required.
- Prepares for funeral services, including digging graves and closing graves after ceremony, and placing stones and statues.
- Repairs sidewalks and other concrete areas; resurfaces and repairs roadways; maintains roadway curbs, crosswalks, and stop bars.
- Performs minor building repairs, including minor electrical and plumbing repairs and/or painting tasks.
- Assists in sodding and landscaping City property; assists with storm clean up; repairs fences; removes animal carcasses from roadways.
- Cleans and repairs drainage structures.
- Maintains and controls right-of-way locations; signals traffic at points of safety hazard during roadway construction or repair.

**ADDITIONAL JOB FUNCTIONS**

- Polices assigned area for trash and debris and disposes of same; changes out cups.
- Assists with maintenance of equipment to ensure optimal functioning.
- Performs other related duties as required.

**MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

High school diploma (or GED) preferred, with three to six months of experience working with various light equipment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.

**PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS****LANGUAGE ABILITY AND INTERPERSONAL COMMUNICATION**

- Ability to follow a prescribed plan.
- Ability to advise and interpret on how to apply policies, procedures and standards to specific situations.
- Ability to utilize descriptive data and information, such as regulations or general operating manual.

**MATHEMATICAL ABILITY**

- Ability to add, subtract, or measure.

**JUDGMENT AND SITUATIONAL REASONING ABILITY**

- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring exercise of judgment.

**PHYSICAL REQUIREMENTS**

- Ability to maneuver and steer equipment and machinery requiring simple but continuous adjustments. Ability to handle, load and unload, and move and guide materials using simple tools.
- Ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movements such as cutting, painting, or drilling.

- Ability to exert moderate physical stress in moderate to heavy work, involving climbing and balancing. Ability to handle, finger, and feel. Ability to lift, carry, push and pull. Ability to stoop, kneel, crouch and crawl.
- Ability to recognize and identify similarities or differences between characteristics of colors, forms, sounds, tastes, odors, textures, etc., associated with objects, materials and ingredients.

**Essential Functions:**

1. Must be able to operate/utilize tools and equipment to include but not limited to hand tools, power tools and heavy equipment.
2. Must perform outdoor maintenance duties that may include but are not limited to mowing/trimming of grass/weeds, trimming of trees, removal of debris/trash, preparation, setup and/or removal of tents.
3. Must be able to set-up headstones/government markers requiring the digging and shoveling of rock/stone/dirt and the mixing and pouring of concrete.
4. Must be able to complete tasks required with the seeding/fertilizing of grounds and the unloading and placement of grass sod on grounds.
5. Must be able to load and unload equipments, materials and headstones.
6. Must be able to lower caskets and vaults using a mechanical lift.
7. Must maintain records of daily activities and prepare routine reports.
8. Must attend staff meetings, in-service training and technical/professional classes or seminars as required.

**Physical Demands of Job:**

Never	Occasional	Frequent	Constant
0% of an 8 hour day	1-33% of an 8 hour day	34-66% of an 8 hour day	67-100% of an 8 hour day
0 hrs of an 8 hour day	≤ 2.6 hours	≤ 2.7 - 5.2 hours	≥ 5.3 hours

**Standing:** (Constant) Required to complete various duties associated with essential job functions.

**Walking:** (Constant) Required to complete various duties associated with essential job functions.

**Sitting:** (Constant) Required to complete various duties associated with maintenance of grounds requiring mowing.

**Lifting:** (Occasional) Required to lift headstones, government markers, caskets and/or materials weighing up to **60 pounds from ground to waist level.**

**Carrying:** (Occasional) Required to complete either front or side carries of various equipment, materials or supplies to include fertilizer, sod, concrete or tires for blasting all weighing up to **60 pounds for distances of up to 50 feet.**

**Pushing/Pulling:** (Occasional) Required to generate **push and pull forces of  $\geq 100$  pounds** for the moving/placing of tombstones and dirt/rock utilizing prybars, shovels and rakes.

**Climbing:** (Occasional) Required to ascend/descend steps and /or ladders to access equipment or other worksite areas.

**Forward Bending/Stooping:** (Frequent) Required to complete various duties associated with essential job functions such as shoveling, setting up tents, blasting and grounds maintenance.

**Trunk Rotation:** (Frequent) Required to complete various duties associated with essential job functions such as shoveling, setting up tents, blasting and grounds maintenance.

**Kneeling:** (Occasional) Required to complete various duties associated with essential job functions such as shoveling, setting up tents, blasting and grounds maintenance.

**Crouching:** (Occasional) Required to complete various duties associated with essential job functions such as shoveling, setting up tents, blasting and grounds maintenance.

**Crawling:** (Never)

**Squatting:** (Occasional) Required to complete various duties associated with essential job functions such as shoveling, setting up tents, blasting and grounds maintenance.

**Reaching:** (Frequent) Required to complete various duties associated with essential job functions such as shoveling, setting up tents, blasting and grounds maintenance.

**Manipulating/Handling/Gripping:** (Frequent) Required to allow for gripping, pinching and manipulation of various pieces of equipment utilized for the performance of essential job functions. A **grip force of  $\geq 80$  pounds** is necessary for the completion of essential job functions.

**Postural Balancing:** (Frequent) Required to complete various duties associated with essential job functions such as shoveling, setting up tents, blasting and grounds maintenance.

**Work Level:**

**Heavy Work** (Level 4) as defined by the Dictionary of Occupational Titles.

	<b>Sedentary (1)</b>	<b>Light (2)</b>	<b>Medium (3)</b>	<b>Heavy (4)</b>	<b>Very Heavy (5)</b>
<b>Occasional</b>	$\leq 10$ lbs.	$\leq 20$ lbs	$\leq 50$ lbs.	$\leq 100$ lbs.	$> 100$ lbs.
<b>Frequent</b>	Negligible	$\leq 10$ lbs	$\leq 25$ lbs.	$\leq 50$ lbs.	$> 50$ lbs.
<b>Constant</b>			$\leq 10$ lbs	$\leq 20$ lbs.	$> 20$ lbs

**Significant Worksite Measurements:**

**Tools/Equipment:** weighing up to 15 pounds.

**Materials:** weighing up to 60 pounds.

**Steps/Ladders:** up to 12-inch step and 1 inch rung heights.

**Tools/Equipment Used to Perform Job:**

Hand and power tools, shovels, picks, jackhammers, crow-bars, and mowers.

**ENVIRONMENTAL ADAPTABILITY**

- Ability, in regard to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, disease and/or dust, to work under mildly unsafe and uncomfortable conditions.

**AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Bowling Green is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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