

# CITY OF OVERTON

## JOB DESCRIPTION

JOB TITLE: PW - PARKS & GROUNDS SEASONAL LABORER (Temporary)  
DEPARTMENT: Public Works FLSA STATUS: Non-Exempt  
SUPERVISOR: City Manager PAY RATE: \$7.25 per hour

### **POSITION SUMMARY:**

Cutting of grass and weeds with mower or weed eater, tree trimming, cleaning up debris from mowing, trimming, etc...; picking up and loading trash, rubbish or storm debris; repairing pot holes; general grounds and building maintenance.

### **SUPERVISION RECEIVED AND EXERCISED:**

This position receives direct supervision from the City Manager. This position does not supervise any other positions.

### **WORKING RELATIONSHIPS:**

Relationships with coworkers shall be guided by the following tenets: The incumbent is cooperative and, when appropriate, assists others. Works to promote teamwork within the department and within the City in general. Accepts responsibility and works well when given responsibility. Accepts and is eager to learn new duties. Continually strives to improve the proficiency of their job performance and provide a safe work environment. Is a self-starter. Exhibits a positive image and outlook when interacting with coworkers and/or the public.

### **ESSENTIAL DUTIES:**

*Duties include but are not limited to the following:*

1. Perform laboring duties for Public Works Department
2. Mow, edge lawns, rake and clean flower beds in and around parks, City facilities, City buildings; and mow and trim in City cemetery
3. Load equipment on trucks and drive to locations
4. Paint equipment, fences, picnic tables, perform basic carpentry, plumbing and electrical repair
5. Plant, prune and remove trees and shrubs
6. Water plants, shrubs, trees and grass
7. General facilities maintenance
8. Other duties as assigned

### **PHYSICAL REQUIREMENTS:**

Positions in this class typically require:

- STANDING: For most job tasks on asphalt, gravel, grass, dirt and mud
- HANDLING: To operate the majority of landscape tools and equipment which include shovels, rakes, motorized equipment and in use of basic hand tools

- **LIFTING/CARRYING:** Various types of landscape equipment: chainsaws, weed eaters, edger, push mower; onto and out of the bed of a pickup truck; to pick up tree limbs, trash; landscape tools (shovels, rakes, post hole diggers), hoses and other park maintenance tools and equipment, to prune trees and remove limbs and logs from pruning area to trailer, to carry various other objects throughout the work day (10 to 65 lbs.)
- **PUSH/PULLING:** To start various landscape equipment; chainsaw, lawn mower and edger; operate lawn mowers and edger; to saw tree limbs with pole saw or pruning saw (pull strength 8 to 24 lbs.)
- **REACHING:** Overhead reach to prune trees, operate pole saw
- **BENDING:** To pick up trash and other items in areas; to remove items from pickup truck bed; to perform basic preventive maintenance on landscape equipment
- **VISION:** To operate motor vehicle and all other equipment; perform repair and maintenance tasks
- **SITTING:** To drive to work site locations.
- **KNEELING:** To edge and clean flowerbeds
- **CROUCHING:** To trim bushes and flower beds; to maintain water systems and fences; to perform some electrical repairs
- **TWISTING:** To prune trees; rake; perform other landscaping activities
- **CLIMBING/BALANCING:** To use ladders to prune trees and perform basic park maintenance
- **FOOT CONTROLS:** To operate pickup trucks, riding lawn mowers
- **MACHINES, TOOLS, EQUIPMENT AND WORK AIDES:** Riding mower, push mower, weed sling, trimmer, edger, chainsaw, pruning tools, wheelbarrow, blower, hoses, rake, shovel, posthole digger, pruning shear, basic hand tools
- **ENVIRONMENTAL FACTORS:** Work in various weather conditions, including hot and humid situations; work in or near road traffic and heights; work with power equipment, mowers and chainsaws

**PROTECTIVE EQUIPMENT REQUIRED**

- Hardhat, safety glasses, gloves, boots, protective outerwear, orange vests and safety cones

**JOB REQUIREMENTS:**

- In order to be an authorized driver for the City of Overton, you must have a valid Texas driver’s license. If you are selected to be interviewed, you will be requested to allow staff to verify your license status on the TxDPS License Eligibility website. The City reserves the right to verify driver records of all authorized drivers at the discretion of the city.
- Reading traffic signs, warning labels and simple operating instructions, reading and writing work orders

Note: This is a temporary seasonal position with no City Benefits provided - no vacation, sick, retirement, insurance, etc.

The City of Overton is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), the City of Overton will provide reasonable accommodations to qualified individuals with disabilities.

**I have read and understand the duties and responsibilities of this job description**

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date