

BARTON COUNTY

POSITION DESCRIPTION

DEPARTMENT: Road & Bridge, Noxious Weed, Memorial Parks

POSITION TITLE: Temporary Laborer

GRADE: 1

EMPLOYMENT CATEGORY: Temporary

STATUS: Non-Exempt

REPORTS TO: Director and Crew Foremen

POSITION SUMMARY: Performs a variety of physical activities/manual labor related to the repair and/or construction of roads, the deterrent of noxious weeds and the upkeep of the two County-owned Memorial Parks.

FUNDAMENTAL JOB DUTIES

ROAD and BRIDGE

- Carries and places material required for construction and/or maintenance projects.
- Assists in repair and replacement of culverts, guardrails, traffic signs and snow fences.
- Assists in building forms; pouring and finishing of concrete projects.
- Cleans and maintains road right-of-ways of trash and debris. Cuts weeds and brush in road right-of-ways.
- Mows and edges roadways and County buildings/areas as assigned.
- Assists with asphalt patching of roads and sand pit operations.

NOXIOUS WEED

- Prepares chemicals for application and accurately calibrates spray equipment.
- Operates light duty truck to spray roadsides for control of noxious weeds.
- Hand cuts and chops brush, cuts down dead trees and trims live trees.
- Sprays brush killer pesticides; Sprays agricultural lands and other sites for the control and eradication of noxious weeds.
- Maintains section maps indicating areas sprayed and the chemicals used.
- Maintains inventory of chemicals used and sold.

MEMORIAL PARKS

- Mows, edge, repair and maintain grounds, roadways and buildings of the county, and construction of new improvements generally related to leveling grounds.

OTHER

- May operate light or medium equipment for short periods of time with close supervision.
- Cleans and maintains buildings, offices, and grounds as required.
- Performs other duties as required and/or requested.

EDUCATION; Minimum Required: High school diploma or equivalent (GED).

EXPERIENCE: Preferred: Mechanical equipment experience.

Licensure/Certification: Required: Kansas Class B/CDL Drivers License within 90 days of employment.

Preferred: Current Kansas Class A/CDL Drivers License.

SKILLS/KNOWLEDGE: Knowledge and ability to use basic hand tools and a variety of power tools; ability to read, write and communicate and follow oral and written instructions. Operates equipment in a safe manner and is safety conscious at all times.

PHYSICAL REQUIREMENTS / ABILITIES: On-the-job training is required before operating equipment of any type. Ability to operate light trucks, small tractors, tractor-mower, fork-lift, sprayers and other mechanical equipment; required to have physical strength and endurance to frequently lift and carry up to 100 pound objects. Frequently stoops, bends, squats and performs manual labor.

WORKING CONDITIONS / ENVIRONMENT: Regularly works outdoors; exposure to inclement weather conditions. Regularly works around noise and vibrations. Handles chemicals and other hazardous materials; may encounter insects and pollen infestation; works under frequent supervision.

These specifications should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job function. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications.

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

I have reviewed this job description and I can perform the essential functions of this position, with or without, reasonable accommodations. I have also received or have been offered a copy of this job description.

Printed Name _____ Date ____/____/____

Employee Signature _____

Department Head Signature _____

Counselor / Administrator Signature _____