

**LAURENS COUNTY, SOUTH CAROLINA**

**JOB TITLE: PARKS RECREATION AND TOURISM LABORER**

*FLSA:*  
*Grade:* 101  
*Pay:* 12.67 /hr

**GENERAL STATEMENT OF JOB**

Under general supervision: responsible for performing manual labor using various hand and power tools and other equipment required for groundskeeping, landscaping, and maintenance of County parks and County facilities. Reports to the Director of Parks, Recreation and Tourism.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Maintenance of County parks and recreational facilities.

Maintains landscapes, playgrounds, and athletic fields; prepares athletic fields for play; mows and waters grass; removes weeds; and applies fertilizers, herbicides, and pesticides.

Performs plumbing, carpentry and painting work as required to maintain department buildings and structures.

Inspects grounds and facilities for security and safety, and takes appropriate steps to ensure the safety of all staff and citizens and the protection of County parks and recreational properties.

Maintains general cleanliness of parks and facilities; picks up litter and debris; cleans restrooms and shelters; removes trash.

Repairs, assembles and installs County recreational equipment as necessary: picnic tables, trash cans holders, playground equipment and signs, etc.

Responds to inquiries, requests for assistance, concerns and complaints in areas of responsibility.

Operates vehicles, mowers and tractors, trailer, weedeater, field drag, field line machine, leaf blower, sprayers; uses hand and power tools, field surfacing materials, paint supplies and lawn care chemicals.

Interacts and communicates with various groups and individuals such as the supervisor, co-workers, other County staff, volunteer coaches/officials, community/civic groups, vendors and the general public.

Attends meetings and training as appropriate to enhance job knowledge and skills.

**ADDITIONAL JOB FUNCTIONS**

Performs related duties as required.

## **PARKS RECREATION AND TOURISM MAINTENANCE/LABORER**

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a high school diploma or GED equivalent supplemented by one to two years of general facilities and grounds maintenance experience; or any equivalent combination of training and experience which provides the required skills, knowledge, and abilities. Must possess a valid state driver's license.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Requires medium to heavy work involving exerting up to 50 pounds of force on a frequent basis and exceptional dexterity and skill in operating machinery, tools and vehicles.

**Data Conception:** Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communications:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to subordinates or volunteers and receiving assignments and/or direction from supervisor.

**Language Ability:** Requires ability to read a variety of technical reports and documentation, policy and procedure manuals, blueprints, etc. Requires the ability to prepare simple reports, records, schedules, etc., with proper format. Requires the ability to speak with and before others with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form. Requires the ability to learn and understand principles and techniques; to make routine independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions. Must be able to communicate effectively and efficiently with persons of varying educational/cultural backgrounds.

**Numerical Aptitude:** Requires the ability to use addition, subtraction, multiplication and division; may compute ratios, rates and percents.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes using hand and power tools; to operate motor vehicles and lawn care equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, control knobs, buttons, switches, catches, tools, etc. Must have significant levels of eye/hand/foot coordination.

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**Color Discrimination:** Requires the ability to differentiate colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under significant stress when confronted with emergency situations or tight deadlines. The worker may be subject to tension as a regular, consistent part of the job.

**Physical Communications:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, procedures and policies of the County as they pertain to the performance of duties of the Park Maintenance Supervisor. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Is able to follow oral and written instructions with minimal supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Has thorough knowledge of the practices, methods, materials, tools, equipment and supplies used in building and grounds maintenance activities. Has knowledge of cleaning methods, procedures, materials and supplies. Has skill in performing general maintenance and custodial operations. Has knowledge of and the ability to prepare athletic fields for recreational and tournament play. Is able to estimate time, materials and supplies required to complete various tasks. Has knowledge of applicable occupational hazards and safety precautions. Is able to perform manual work requiring physical strength and agility. Is able to work effectively despite occasional exposure to heat/cold, odors, toxic agents/hazardous materials, noise, wetness, humidity, electric currents, machinery hazards, dusts, vibrations, working in confined and/or high spaces, etc. Is able to safely use and maintain assigned equipment and tools. Is able to read and interpret various technical manuals and materials pertaining to the responsibilities of the job. Has the ability to offer assistance to co-workers and employees of other departments as required. Is able to read and interpret various materials pertaining to the responsibilities of the job. Is able to prepare routine reports and records in a concise, clear and effective manner. Has knowledge of proper English usage, grammar, punctuation and spelling; has the mathematical ability to handle required calculations. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Knows how to react calmly and quickly in emergency situations. Has the ability to learn and utilize new skills and information to improve job performance and efficiency.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all County departments and divisions, co-workers and the general public.

**Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

**Dependability:** Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends work regularly and adheres to County policies and procedures regarding

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absences and tardiness. Provides adequate notice to the County Council with respect to vacation time and time-off requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the County.

**Relationships with Others:** Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

**Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

**DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**