

# **BARTON COUNTY**

## **POSITION DESCRIPTION**

**DEPARTMENT:** Road & Bridge, Noxious Weed, Memorial Parks

**POSITION TITLE:** Temporary Laborer

**SUPERVISOR:** Director and Crew Supervisors

**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.

### **ESSENTIAL TASKS:**

#### **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.
- Works in Engineering and Noxious Weed as required.

#### **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, edges, repairs and maintains grounds, roadways and buildings. Helps with general construction and new improvements, including grave repairs and marker repairs along with other general operations.

#### **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.

**POSITION REQUIREMENTS:**

**Education:** Minimum Required: High school diploma or equivalent (GED).

**Experience:** Preferred: Mechanical & farm type equipment experience/working with mechanical equipment/or related.

**Licensure/Certification:** Requires high school diploma or equivalent (GED); Kansas Class B / CDL Drivers License within 90 days required after specialized training.

**SKILLS/KNOWLEDGE/ABILITY** - Knowledge and ability to use basic hand tools and a variety of power tools. Ability to read, write and communicate. Ability to follow oral and written instructions. Operates equipment in a safe manner and is safety conscious at all times. Works with computer equipment and in a office.

**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. Outside work requires having physical strength and endurance to lift and carry up to 100 pound objects. Regularly stoops, bends, squats and performs manual labor. Office work is an inside environment. Works in office setting at computer for long periods of time with controlled environment. Office personnel could perform heavy lifting.

**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. 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 \_\_\_\_\_