



George A. Lauritson
Mayor

City of St. Robert, Missouri
194 Eastlawn Ave., Suite A
St. Robert, Missouri 65584
www.saintrobert.com

573-451-2000
(Extension 1112)
573-336-5714 (fax)

JOB DESCRIPTION

Grounds Laborer

Position Open Date: July 28, 2017

Position Close Date: Open Until Filled

Classification: Full-Time

FLSA Status: Non-Exempt

Please submit a resume and City of Saint Robert application which can be printed from www.saintrobert.com. Resumes and application may be completed on-line at www.saintrobert.com, mailed, dropped off at the St. Robert City Hall located at 194 Eastlawn Ave., Ste. A, St. Robert, Mo 65584, emailed to hr@saintrobert.com or faxed to (636) 216-3368.

If you have any further questions, please contact Human Resources at (573) 451-3302 between the hours of 8:00 am to 5:00 pm Monday through Friday or via e-mail correspondence at hr@saintrobert.com. The City of St. Robert is an equal opportunity employer.

GENERAL PURPOSE OF POSITION: Maintains City's streets, rights-of-way, curbs and sidewalks, and asphalt walking trail

MAJOR DUTIES AND RESPONSIBILITIES:

Maintains streets

- Completes patchwork/crack sealing
- Assists with snow plowing
- Performs street sweeping
- Performs striping as necessary
- Seals cracks as needed

Maintains rights-or way

- Mows grass and trims weeds on city properties such as building locations and towers or wells as needed
- Removes trash
- Performs needed brush-hog work
- Trims trees as necessary
- Performs seeding and over-seeding as needed

Maintains the asphalt walking trail

- Sweeps trail
- Performs trash removal

Maintains curbs, gutters, and sidewalks

- Patches sidewalks
- Reports problems to proper departments
- Assists in Rebuilding problem areas as needed

Maintains shop and equipment

- Makes sure equipment and supplies are ready for use
- Performs all safety checks and basic maintenance on equipment
- Follows all procedures when filling equipment with gasoline/diesel fuel

Maintains street signs

- Places street signs were needed
- Digs necessary postholes
- Makes signs when not ordered from the outside

Performs pick-up services for residents

- Performs leaf pick-up in the fall
- Performs brush pick-up year-round
- Fills in soil for residents from water damage results, etc.

Performs other duties as directed

JOB CONTEXT:

The Grounds Laborer is a full-time, permanent position in the Street Department. The immediate supervisor for this position is the Street Supervisor. The person in this position is supervised daily. The person in this position works regular hours and works overtime or at night only in the event of an emergency or to assist with snowfall removal. There is no shift work associated with this position. The person in this position is always on call, rotating the on call responsibilities with other Laborers during the winter. 10% of the work done in this position is done indoors; 90% is done outdoors in all types of weather conditions. The Laborer is accountable for the fiscal, safety, and legal issues for which this position is responsible.

There is exposure to chemicals and/or hazardous materials in this position such as asphalt, herbicide, dust, gasoline, diesel fuel, street paint, or vehicle exhaust on a regular basis. The stress level associated with this position is average to moderately low, varying with activities. Physical work consists of, but is not limited to, driving equipment for long periods, walking, carrying equipment over long distances, and shoveling.

LICENSES AND CERTIFICATIONS:

The person in this position must possess and maintain a valid Missouri Driver License and be able to obtain and then maintain a Commercial Driver's License within one year of hire date.

EDUCATION AND EXPERIENCE:

The person in this position should have a high school degree or its equivalent. Experience performing duties related to concrete preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge

- Proper use of road material, including cold and hot patch crack sealant
- Procedures to maintain vehicles and equipment
- Procedures to maintain and repair City streets
- Proper methods of overlaying streets
- Assists in pouring and curing concrete
- Layout of city streets
- Proper grammar and the use of English in speaking and writing
- OSHA standards and regulations concerning employee safety
- Federal and state statues concerning the work of the department
- Mathematical skills, including addition, subtraction, division, and multiplication
- General functions and operations of municipal government

Skills and Abilities

- Follow street plans and lay markers properly
- Use various types of equipment, including chainsaws, sprayers, and weed eaters
- Install signs accurately and properly
- Operate front-end loader, backhoe and dump truck
- Maintain equipment and vehicles
- Examine equipment and determine what is causing a problem
- Work as a team member with other employees
- Communicate effectively with other city employees, both oral and written
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Follow Departmental and City policies and procedures

Certain duties of this position are classified as “safety-sensitive.” Therefore, the person in this position will be subject to mandatory testing for drugs and/or alcohol on a random, reasonable suspicion, post-accident, return-to-duty, and follow-up basis in accordance with the City’s Alcohol & Controlled Substance Use, Abuse and Testing Policy.

This job description is not intended to be all-inclusive, and employee will also perform other reasonable related business duties as assigned by Department Head as required. This job description is an “at-will” position and does not constitute a written or implied contract of employment.