



Jackson Parish Police Jury

General Laborer - Maintenance Department

Job Title:	General Laborer
Location:	Maintenance Department – 500 E. Court Street, Jonesboro, LA
Requirements:	Class E Driver’s License; one (1) year of grounds maintenance experience; progression towards a CDL license a plus
FLSA Status:	Non-Exempt
Work Schedule:	7:30 AM – 4:30 PM (1 hour unpaid lunch break) Monday – Friday unless scheduled for weekend work On-call, holidays, weekends, overtime, etc. required when necessary

Description:

Under close supervision, the Maintenance Department General Laborer works to maintain Police Jury grounds and participates in ground construction activities. Work requires considerable working knowledge of motorized equipment and hand/power tools in order to perform grounds work activities. Job class may oversee in the instruction of inmate trustee(s) assigned to the Maintenance Department General Laborer.

Responsibilities:

The responsibilities herein are intended to describe the general nature of work performed by this position, and are not to be construed as an exhaustive list of responsibilities, duties, and skills. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of management of the Jackson Parish Policy Jury.

- The General Laborer is responsible for grounds keeping and maintenance services at the assigned facilities; i.e., Courthouse, Veteran’s Park, Community Center, Blake Building, Fain Building, Health Unit, Annex Buildings, etc. following the instructions from their Supervisor.
- Cleans, repairs, and services all equipment used in grounds maintenance such as mowers, blades, vehicles, and a variety of hand/power tools and maintains a schedule for each
- Plants and trims lawns, trees, bushes, hedges, and shrubs using hand tools or motorized vehicles
- Landscapes new ground areas seasonally, repairs damaged ground areas, replaces bushes, hedges, shrubs, and trees
- Plants, cares for, and maintains flower beds and lawns; fertilizes and treats soil when needed for plant growth
- Applies herbicide and pesticide chemicals to grounds, trees, bushes, shrubs, and lawns in order to control plant diseases and insects
- Locks and unlocks assigned buildings; secures building when facilities are not in use, checks for unlocked doors and windows, reports any unauthorized occupants, turns off lights
- Removes ice from sidewalks and parking lots, and spreads salt or other treatments on sidewalks and parking lots during icy conditions
- Assists with the setup of facilities for meetings, conferences, events, etc.
- Consults with Supervisor regarding orders for supplies for all aspects of grounds keeping; e.g., equipment, parts, blades, herbicides, pesticides, flowers, bushes, or trees
- Drives a vehicle, such as a car, truck, or van, to pick up other workers, supplies, and materials



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- Assists Maintenance General Laborer – Custodian with general custodial duties when necessary and available such as:
 - Performs general housekeeping and cleaning of building interiors using cleaning supplies and equipment to keep the interior of the office buildings looking clean and professional
 - Mops, vacuums, strips, cleans, buffs, and applies floor sealer and floor finish to hard surface floors; vacuums and shampoos carpets
 - Uses and maintains assigned power equipment and hand tools; buffers, auto scrubbers, high pressure washers, high speed buffers and vacuums, brooms, mops, and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture, etc.
- Responds to repair requests quickly and with a professional manner
- Follows instructions regarding the use of chemicals and supplies; uses as directed
- Moves furniture, equipment, supplies, and tools on an incidental basis
- Attends to emergencies when necessary
- Loads and unloads materials from trucks
- Ready to learn from on-the-job training when necessary
- Follows safety procedures and practices as required, as well as wearing required safety equipment
- Performs other job-related duties as assigned

Distinguishing Characteristics of Job:

Members of this class are under close supervision of the Maintenance Supervisor and are responsible for work of routine difficulty. Work is of a heavy manual nature that does not require a high degree of manipulative skill or previous work experience. Constant supervision is not necessary for familiar tasks that can be carried out without difficulty once learned. Work involves some exposure to dirt, fumes, inclement weather, and safety hazards. Work may involve moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.

Routine maintenance tasks are based on period weekly, monthly, and annual schedules created by the Maintenance Department and approved by the Maintenance Supervisor.

Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials up to 100 pounds.

Normally works a regularly assigned shift; however, management has the ability to change the work schedule by sending members of this class home later in the same work week so that total hours actually worked in the work week will not exceed 40 hours.

Minimum Qualifications:

- Must be 18 years of age
- High school diploma, or equivalent, required
- Class E Louisiana driver's license required; progression towards a CDL license a plus



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- One (1) year of grounds maintenance experience; or any equivalent combination of experience and/or education from which comparable knowledge, skills, and abilities have been achieved
- Must be able to lift up to 100 pounds frequently
- Ability to work safely in all weather conditions, including adverse conditions
- Can understand and follow oral and written instructions
- Able to work in elevated areas, confined spaces, and on and off ladders
- Must be able to sit and stand for extended periods of time

Knowledge, Skills & Abilities:

- Considerable knowledge of methods of landscaping
- Considerable knowledge of use and care of motorized equipment and hand/power tools used in grounds maintenance work
- Considerable knowledge of the occupational hazards and safety precautions applicable to grounds keeping and maintenance work
- Considerable knowledge of the proper use of chemicals, fertilizers, and pesticides
- Considerable knowledge of cultivation, weed control, seeding, and planting of trees and nursing beds
- Ability to use hand tools, including electronic equipment, and operate motorized equipment and vehicles such as cars, trucks or vans
- Works independently in a fast-paced environment
- Communicates effectively and gets along with other coworkers and the public
- Is punctual and reliable
- Able to adhere to work schedule and follow through on challenges as they arise
- Able to adhere to the Jackson Parish Police Jury's policies and rules that are set forth, promoting the Jackson Parish Police Jury's safety standards, and working with a sense of honesty and trustworthiness
- Maintains a feeling of pride in work; strives to achieve all goals

Licenses and Certifications:

- Class E Louisiana driver's license required; progression towards a CDL license a plus

Competencies:

- Speaking and listening
- Time management
- Decision making
- Initiative
- Teamwork
- Responsibility

Travel:

- Travel is primarily local during the business day



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Supervisory Responsibilities:

- This position has limited supervisory responsibilities; supplemental labor of an inmate trustee may be assigned to assist with various routine tasks and special projects

Work Environment:

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals and vibration.

The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is constantly required to use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl, and walk.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and the ability to adjust focus.

Preferred Education and Experience:

- High school diploma, or equivalent, required
- On-the-job training typically provided

Security Requirements:

This position is safety and security sensitive. Employee must be able to pass a background check and periodic drug screenings. Employee must be legally able to work in the United State of America.

Driving Requirements:

Valid Driver's License required. Employee must have a clean driving record and be able to transport to and from work. Ability to obtain and maintain insurance coverage by the Jackson Parish Police Jury's insurance carrier preferred. Periodic Motor Vehicle Reports are run and reviewed.

EEO Statement:

The Jackson Parish Policy Jury provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.



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Other Duties:

Please Note: this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.