

A part-time opening for the position of **LABORER SUPERVISOR** exists in the Recreation Maintenance Division of Parks and Recreation, City of Laurel, MS.

The Laborer Supervisor is a part-time position that will assist in Parks and Recreation Department. The Parks and Recreation Director is the immediate supervisor for this position. The persons in these positions are supervised on a daily basis and will work alongside of and supervise numerous employees who are working off fines. The Laborer Supervisors work four regular hours from 7:00am to 11:00am or from 11:00am to 3:00pm or as assigned by the Department Director. Occasional overtime, weekends, or night work may be necessary when the workload demands it. The persons in these positions may occasionally be on call. The positions have accountability for monetary, fiscal, safety, and legal issues related to the work for which this position is responsible.

Certification, Education, Experience

Certification: A valid MS driver's license is required for this position

Education: A high school diploma or its equivalent is preferred for this position

Experience: Supervisory experience and knowledge of maintenance equipment (blowers, weed eaters, mowers) is strongly recommended

Essential Duties and Responsibilities

Supervise work crews

- Ensure necessary equipment and supplies are available to work crews
- Assign routes to various work crews
- Ensure work has been properly completed
- Observe work crews throughout day to ensure work is completed
- Assign work crews to collect trash, as needed
- Assign special clean-ups for different types of landscape debris

Oversee Laborers

- Account for and process scheduling and overtime hours, as needed
- Train employees if needed
- Hold safety meetings, as needed
- Remove debris, as needed
- Unload debris at appropriate location
- And any other duties as assigned.

Provide janitorial services at the facility

- Remove debris and trash from assigned facilities
- Sweep and/or mop floors, as needed
- Clean up specific messes, as reported by facility users

Perform other duties as directed

Knowledge, Skills and Abilities

Knowledge:

Proper cleaning and sanitizing of restroom facilities
Correct use and storage of chemicals
Locations of City properties
Proper grammar and proper use of English in speaking and writing
OSHA standards and regulations concerning employee safety
Federal and state statutes concerning the work of the department
Mathematical skills, including addition, subtraction, multiplication and division
General functions and operations of municipal government

Skills and Abilities:

Communicate effectively with other city employees and the public
Work in all weather conditions
Work as a team member with other employees
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 procedures

Physical Requirements:

Must be able to frequently lift, carry, push, pull, or otherwise move objects weighing up to 50 pounds
Ability to bend, stoop, and crouch frequently
Must be capable to extending the hands and arms in any direction; handling, seizing, holding, grasping, turning, or otherwise working with the hands/fingers
Must be able to sit and stand for long periods of time.

The duties in this job description are illustrations of the various types of work that may be required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical to the position. This job description is subject to change by the employer as the needs of the employer change.

Salary: \$11.70 hourly

The city of Laurel is an Equal Opportunity Employer. The City of Laurel does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of service.

Applicant must provide the following documents to Human Resources, 401 North 5th Avenue (3rd Floor City Hall) Room 302:

- ✓ WIN Job Center referral
 - ✓ Valid Mississippi Driver's License
 - ✓ Social Security Card
 - ✓ High School Diploma or Equivalent *preferred*
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