

An opening for the position of **Part-time Equipment Operator** exists in the *Cemetery Division* of Parks and Recreation, City of Laurel, Mississippi.

Purpose of Position

To operate and maintain departmental equipment and perform groundskeeping, landscaping, and general maintenance duties to ensure the proper upkeep, appearance, and safe operation of City cemetery grounds and facilities.

Essential Duties and Responsibilities

Assist with Maintenance of Departmental Grounds and Facilities

- Operate mowers, weed eaters, tractors, and other assigned equipment to assist with maintaining cemeteries, parks, recreational areas, athletic fields, and other City properties.
- Inspect assigned work areas for debris, obstacles, and potential hazards before operating mowing equipment.
- Perform mowing, trimming, edging, and general groundskeeping duties as assigned.
- Collect and properly dispose of trash, debris, and other materials from departmental grounds and facilities.
- Assist full-time personnel with general maintenance, minor repairs, and upkeep of departmental grounds and facilities as directed.

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Perform other duties as directed

Job Context

The Part-time Equipment Operator is a part-time, permanent position within the Cemetery Division of the Parks and Recreation Department. Although assigned to the Cemetery Division, the position provides groundskeeping and maintenance support throughout the department as needed. The position reports directly to the Laborer Supervisor II, receives daily supervision, and has no supervisory responsibilities.

The position maintains a regular part-time work schedule, with hours determined by departmental needs and assigned duties. Work is generally performed during normal operating hours, with occasional schedule adjustments as necessary. The position does not require regularly scheduled evening or night work and is not subject to on-call requirements.

The Part-time Equipment Operator is responsible for safely operating assigned equipment, following established departmental procedures, and completing assigned tasks in accordance with supervisory instructions. The position carries responsibility for adhering to applicable safety requirements and City policies while performing assigned duties.

Certification, Education and Experience

Certification: A valid Mississippi driver's license is **required**.

Education: A high school diploma or its equivalent is preferred.

Experience: No prior experience is required. Experience in grounds maintenance, landscaping, or equipment operation is preferred.

Knowledge, Skills and Abilities

Knowledge:

- Basic operation and maintenance of mowers, weed eaters, tractors, and other departmental equipment.
- Safe operation of power tools, hand tools, and grounds maintenance equipment.
- Proper handling, use, and storage of chemicals and other materials utilized in departmental operations.
- Basic equipment inspection, cleaning, and maintenance procedures.
- General safety practices, including applicable OSHA standards and regulations.
- Basic groundskeeping, landscaping, and facility maintenance practices.
- Basic mathematical operations, including addition, subtraction, multiplication, and division.
- General familiarity with City properties and departmental operations.

Skills and Abilities:

- Safely operate assigned mowing, groundskeeping, and maintenance equipment.
- Perform routine grounds maintenance, landscaping, cleaning, and minor repair tasks as directed.
- Recognize and report equipment malfunctions, unsafe conditions, and maintenance needs.
- Follow verbal and written instructions and established departmental procedures.
- Communicate effectively with supervisors, coworkers, and members of the public.
- Work cooperatively with other employees and assist with assigned departmental activities.
- Complete assigned tasks independently when appropriate and within established guidelines.
- Organize assigned work, manage time effectively, and complete tasks within established timeframes.
- Adapt to changing assignments and work priorities as directed by supervisory personnel.
- Maintain professionalism and composure when interacting with coworkers and the public.
- Follow applicable City policies, departmental procedures, and established safety requirements.

Physical Requirements:

The Part-time Equipment Operator must be able to perform the physical functions associated with assigned duties, including, but not limited to, the following:

- Frequently lift, carry, push, pull, or otherwise move objects weighing up to 75 pounds.
- Frequently bend, stoop, crouch, kneel, and climb as required to perform assigned tasks.
- Stand, walk, or sit for extended periods while performing groundskeeping and equipment operation duties.
- Reach and extend arms in various directions and use hands and fingers to grasp, hold, handle, turn, and manipulate tools, equipment, and materials.
- Safely operate mowers, tractors, and other assigned departmental equipment.
- Perform physically demanding tasks outdoors under varying weather conditions.

Additional Information

The duties listed 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

Salary: \$9.82 hourly

Application Process / Required Documents

To complete an application, all required documents must be submitted to Human Resources, 401 North 5th Avenue (3rd Floor City Hall) Room 302:

- ✓ **Valid Mississippi Driver's License *required***
- ✓ **Social Security Card**
- ✓ **High School Diploma or Equivalent *preferred***

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.