

CITY OF FORT WAYNE JOB POSTING

Applicants and Employees must meet duties/essential functions and minimum requirements.

Job Vacancy:	Laborer – Right of Way Landscape	Department:	Public Works
Requisition Number:	2022190		
Hours:	7:00 am to 3:00 pm, may vary	Rate of Pay:	\$22.36 per hour
Date Posted Up:	5/17/22	Date Posted Down:	5/20/22
Time Up:	10:00 am	Time Down:	5:00 pm

SUMMARY

Working under the direction of the Right of Way Manager and Landscape Manager, incumbent is responsible for all landscape maintenance and replanting within the city of Fort Wayne’s right of way. Incumbent works alongside the Landscape Manager and/or Maintenance Supervisor to maintain existing and future green infrastructure, while maintaining the city’s corridor routes free of debris and litter. Incumbent must be able to exercise sound judgement and work independently. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

- Knowledge and understanding of methods, tools, materials, and practices associated in plant health and landscape management;
- Knowledge and understanding of weed management within landscape setting;
- Works alongside Landscape Manager and Maintenance Supervisor to maintain green infrastructure and corridors throughout the city and ensures completion of assigned tasks while maintaining proper documentation of work completed;
- Monitors and maintains overall appearance, proper maintenance, and remedial work within the right of way landscape, to an acceptable standard;
- Plants, cultivates, waters, weeds, sprays, prunes, and fertilizes trees, shrubs, lawns, flower gardens, and landscape areas; mows and maintains turf;
- Performs regular trash abatement within project areas and right of way;
- Performs preventative maintenance and minor repair on motorized equipment;
- Removes snow along greenway trail system, bridge sidewalks, and citizens square building as needed; may require irregular work hours;
- Operates a variety of hand and power tools, equipment, and mowers;
- Operates a one-ton and two-ton dump truck while pulling and backing a trailer;
- Maintains tools and work area in a clean and orderly condition;
- Maintains landscape materials and supplies inventory;
- Maintains accurate written records to substantiate work completion and projection;
- Maintains good relations with the public; provides excellent customer service;
- Communicates well both verbally and in writing; understands written and verbal instructions;
- Maintains a clean personal appearance and good hygiene;
- Performs duties in accordance with the City's safety rules and operating regulations and practices;
- Reports irregularities and abnormal conditions;
- Works in an indoor/outdoor environment year-round as required;

- Work on projects as needed and as directed by the Right of Way Manager or Landscape Manager;

MARGINAL DUTIES

- Able to use backpack herbicide sprayers for an extended period time;
- Performs other duties as assigned.

PERFORMANCE EXPECTATIONS

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Any combination of experience/education equivalent to a high school diploma or general education degree (GED)
- Preferred two years advanced education in Horticulture or related field;
- Working knowledge of ornamental plants for design and care;
- Demonstrated ability in record keeping;
- Has strong computer skills;
- Establishes and maintains effective working relationship with/between co-workers.

LANGUAGE SKILLS

Work is performed under moderate supervision where instructions are relatively complete. Incumbent must have the ability to understand written and oral instructions. The incumbent must have the ability to write reports and effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Incumbent is responsible for measuring, mixing, and applying pesticides and fertilizers.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Indiana Driver's License if City vehicle is used;
- Preferred Indiana Pesticide Applicator in category RT (Registered Technician) 3A (Ornamental Pest Management) or 6 (Industrial Weed Management);
- Preferred chainsaw safety class;
- Preferred First aid and CPR training.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk; use hands or arms to handle or feel and communicate and listen effectively. The employee frequently is required to stand for prolonged periods of time. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 75 pounds and carries the weight a minimum of 50 feet. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions and extreme heat or extreme cold. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

Applications may be submitted on-line at www.cityoffortwayne.org or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1st Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.