

RESOLUTION NO. -13

RESOLUTION AMENDING PAY CLASSIFICATION PLAN

WHEREAS, there is a need for additional labor in the Horticulture Department to assist with watering and other general labor tasks, and

WHEREAS, there is a vacant Parks Maintenance Worker I position in the Parks Department that has been vacant for an extended length of time and is not no longer needed, and

WHEREAS, the City desires to convert the Parks Maintenance Worker I position (Grade 6) to a Horticulture Laborer (Grade 6) in the Pay Classification Plan, and

WHEREAS, the Archer Company has performed the job analysis and written the job description for the Horticulture Laborer, and

WHEREAS, there are adequate funds available in this year's budget to accommodate these changes since both positions were set at a Grade 6 (\$24,959 annually) in the Pay Classification Plan.

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Foley, Alabama, as follows:

SECTION 1: Authorizes conversion of the vacant Parks Maintenance Worker I position (Parks Dept) to a Horticulture Laborer (Horticulture Dept) in the City's Pay Classification Plan, effective PPB August 13, 2013.

SECTION 2: Authorizes a transfer of funds from the Parks Department to the Horticulture Department in support of this action and directs Human Resources to send the detail for the transfer of funds to the Finance Division.

SECTION 3: SECTION 4: This Resolution shall become effective immediately upon its adoption as required by law.

CODE: 2103
FLSA: N
GRADE: 6

CITY OF FOLEY, ALABAMA
JOB DESCRIPTION, JULY 2013

JOB TITLE: HORTICULTURE LABORER
HORTICULTURIST DIVISION

GENERAL STATEMENT OF JOB

Under regular supervision, performs a variety of manual labor for the Horticulture Division of the City. The primary purpose of this position is driving a water truck and delivering water daily to all landscaped areas in the City as well as weeding at the time of watering. Worker assists with maintaining landscaped areas around the City to include parks, recreation areas, Rose Ttrail, Highway 50 medians, City buildings, and other areas of the City. Employee works with crews in seasonal planting of flowers, fertilizing, weeding beds, weed eating, trimming, mulching and other types of landscape laborer duties. Notifies Horticulturist of fungus, spillage of chemicals or fuel or other problems that might damage plant material on City properties. Reports to the Horticulturist.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Operates the water truck on a regular basis and pulls weeds in beds while visiting to apply water.

Provides a variety of landscape labor duties using a variety of equipment and machinery such as weed eaters, hedge trimmers, hand snips, and loppers in support of daily duties and reports issues or problems with plant material to the Horticulturist.

Assists the Gardeners and Horticulturist when needed on various other projects and interacts and communicates with a variety of groups and individuals to include the Horticulturist, Gardeners, and other departments.

Provides labor assistance with various projects and during special events as assigned.

Operates various light equipment including hydraulic lifts, roll carts, and various tools and supplies.

Assists in maintenance of vehicles, equipment, and tools.

Performs all duties in accordance with all City policies and procedures, standards of quality and safety, and all applicable local, State, and Federal laws and regulations.

Operates mobile radio; uses time clock to record hours worked.

Receives, prepares, reviews, and/or submits various documents and records including MSDS sheets, and timesheets.

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Refers to policy and procedure manuals, regulations, etc.

Interacts and communicates with various groups and individuals such as the supervisor, other department personnel, other City departments, and the general public.

ADDITIONAL JOB FUNCTIONS

May operate tractor, tractor mower, weed eater, and related equipment as required.

Responds to after hour emergencies as required.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED equivalent supplemented by five to eleven months of related experience in building maintenance or construction; or an equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities. Must have a valid driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of maintenance tools and equipment. Must be physically able to exert up to fifty pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Position involves walking, reaching, bending, crouching, reclining, stooping, and balancing and is excess of sedentary work. Must be able to lift and/or carry weights of up to fifty pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the receiving of information and instructions from supervisor.

Language Ability: Requires the ability to read work orders, technical instruction, diagrams, blueprints, etc. Requires the ability to prepare routine records using the proper format, punctuation, spelling, and grammar. Has the ability to speak before others with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form. Requires the ability to learn and understand principles and techniques; to make routine independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received

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information.

Verbal Aptitude: Requires the ability to record and deliver information, to follow verbal and written instructions. Must be able to communicate effectively and efficiently with co-workers and the general public.

Numeric Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability coordinate hands and eyes in using shop equipment.

Manual Dexterity: Requires the ability to handle a variety of items, control knobs, switches, hand and power tools, measuring devices, etc. Must have significant levels of eye/hand/foot coordination.

Color Perception and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. Worker may be subject to danger or risk to a moderate degree.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.