



**Post Date:** May 2, 2014  
**Removal Date:** June 2, 2014

## CITY OF GAUTIER VACANCY ANNOUNCEMENT

**POSITION:** Grounds and Maintenance Operator  
**DEPARTMENT:** Economic Development/Planning Department  
**HOURS:** 40 Hours per Week  
**SALARY:** Grade 08 (\$21,927.36 - \$38,507.40)

**DUTIES:** This is skilled work in the operation of light to medium automotive equipment and/or, semi-skilled manual labor.

Work may involve the operation of small trucks, riding power mowers, push lawn mowers, weed-eaters, edgers, light tractors, medium size dump trucks, and similar automotive equipment requiring little or no technical training. Operation of a variety of such equipment may be predominant task of this class. The predominant work of this class will likely be manual tasks of a semi-skilled nature requiring special knowledge acquired through work performance. Assignments may include use of standard specialized hand tools, power operated devices, or other equipment.

Assignments may be received in the form of specific orders or general instructions depending on the assignment. Work may be performed without direct supervision after instructions are received. Work is reviewed in progress and upon completion for conformance to established policies and procedures, and for accomplishment of desired results.

**CIVIL SERVICE MINIMUM QUALIFICATIONS:** Individual must have a High School Diploma or GED equivalent; be eligible to work in the United States; an elector of the county in which he/she resides; and have a valid driver's license.

**MINIMUM EDUCATION AND EXPERIENCE:** High school diploma or acceptable equivalent and two (2) years of related experience. Up to one (1) year of vocational or technical school may substitute for one (1) year of experience.

**REQUIRED DOCUMENTS:** Applicant must provide proof of high school diploma or GED and proof of voter registration if registered outside of the State of Mississippi.

*(Job description with minimum requirements attached.)*

**INTERNAL APPLICANTS:** Please contact Venice A. Barnett, Human Resources Generalist at Gautier City Hall.

**EXTERNAL APPLICANTS:** Applications may be downloaded online at [www.gautier-ms.gov](http://www.gautier-ms.gov) and are available in person at Gautier City Hall, 3330 Highway 90, Gautier, MS 39553; for more information on how to apply, please call (228) 497-8000 ext. 308

**APPROVED by:** *Venice A. Barnett*

XC: Civil Service Commission (3)  
City Clerk Department  
Economic Development/Planning Department  
Finance Department  
Fire Department (3)  
Human Resources Department  
Police Department  
Public Works Department (2)

The City of Gautier is an Equal Opportunity Employer. Persons are considered for all positions without regard to race, color, sex, age, religion, national origin, veteran or handicapped status. The City of Gautier will attempt to meet any reasonable request for accommodation in the hiring process in accordance with Title II of the ADA.



## **GROUNDS AND MAINTENANCE OPERATOR (Economic Development / Planning Department)**

<b>Department:</b>	Economic Development / Planning Department	<b>Pay Grade:</b>	08 (Schedule 2080)
<b>Reports To:</b>	Parks Supervisor	<b>Exempt (Y/N):</b>	N
<b>Competitive (Y/N):</b>	N		

### **SUMMARY:**

This is skilled work in the operation of light to medium automotive equipment and/or, semi-skilled manual labor.

Work may involve the operation of small trucks, riding power mowers, push lawn mowers, weed-eaters, edgers, light tractors, medium size dump trucks, and similar automotive equipment requiring little or no technical training. Operation of a variety of such equipment may be predominant task of this class. The predominant work of this class will likely be manual tasks of a semi-skilled nature requiring special knowledge acquired through work performance. Assignments may include use of standard specialized hand tools, power operated devices, or other equipment.

Assignments may be received in the form of specific orders or general instructions depending on the assignment. Work may be performed without direct supervision after instructions are received. Work is reviewed in progress and upon completion for conformance to established policies and procedures, and for accomplishment of desired results.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

- Performs semi-skilled duties in several trades, may provide some supervision over seasonal employees and Adult Detention Center workers or may work independently from the direct supervision of a superior in carrying out such duties.
- Operates a truck in support of crews carrying out maintenance of all parks and City Hall facilities as delegated by Parks Supervisor.
- Operates riding power mower and tractor equipped with grass cutting and ditching attachments; operates push lawn mowers, weed-eaters, edgers, and similar lawn care devices.
- Performs special projects and other duties as assigned by the Parks Supervisor.

### **REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:**

(Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.)

- Considerable knowledge of the occupational hazards involved in the work and the proper safety precautions for the safe performance of the job.
- Working knowledge of the methods, materials, tools, and equipment utilized in area of assignment.
- Knowledge of the operating characteristics of assigned equipment.
- Skill in the operation of assigned equipment and physical strength and agility sufficient to perform the work of the class.
- Knowledge of the applicable traffic laws, ordinances, and regulations involved in the operation of assigned equipment.
- Ability to establish and maintain effective working relations as necessitated by work assignments.
- Ability to understand and follow oral and written instructions.
- Ability to write and read to properly complete necessary maintenance records on equipment and prepare work reports when required.
- Ability and knowledge to perform preventive maintenance on variety of equipment.
- Ability to react to change productively, and handle other tasks as assigned.
- Ability to supervise on occasion a crew of workers such as summer youth workers, inmates, and community service workers.

- Must have and maintain a valid commercial Mississippi vehicle operator's license and work to obtain a CDL Classic Passenger Endorsement within 2 months of hire.

**SUPERVISORY RESPONSIBILITIES:**

May provide some supervision over seasonal employees and Adult Detention Center workers or may work independently from the direct supervision of a superior in carrying out such duties.

**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 fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, warm, cold and extreme heat. The employee is occasionally exposed to high, precarious places; risk of electric shock and vibration. The noise level in work environment is usually loud.

**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 stand; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, heel, crouch, or crawl; and talk or hear. The employee frequently is required to walk and taste or smell. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 25 pounds frequently and move up to 50 pounds, and occasionally lift and/or move up to 100 pounds, Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral. Vision: depth perception and ability to adjust focus.

**MINIMUM REQUIRED EDUCATION AND EXPERIENCE:**

High school diploma or acceptable equivalent and two (2) years of related experience. Up to one (1) year of vocational or technical school may substitute for one (1) year of experience.

**REQUIRED LICENSES AND CERTIFICATES:**

- Must have First Aid / CPR certification within six (6) months.
- Must maintain a valid Mississippi driver's license.

**CIVIL SERVICE MINIMUM QUALIFICATIONS:** (Rule 4, Section 4.2)

For minimum qualifications established by the Mississippi Code, see Section 21-31-15.

**Post Date:** May 2, 2014  
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## Screening Schedule

### **Grounds and Maintenance Operator** (Economic Development/Planning Department)

Advertise ..... May 2, 2014 – June 2, 2014

Post ..... May 2, 2014

Cut-Off Date ..... June 2, 2014  
**(Application packet is to be submitted to the Office of Human Resources by 5:00 PM)**

Eligibility List Compiled ..... June 5, 2014  
**Applicant to Call (228) 497-2539 2:00 p.m. – 4:00 p.m. for Eligibility Determination**

Civil Service Receives Eligibility Listing ..... June 12, 2014

Interviews ..... To be scheduled at a later date