



City of Gulfport, Mississippi  
Job Description

## General Services Employee I - Leisure Services (GILS)

Department: 411 – Leisure Services

EEO Class: Laborers

Date Revised: 11.29.11

FLSA Status: Non-Exempt

Date Approved:

### **Position Overview**

The General Services Employee (GSE) performs unskilled and limited semi-skilled manual work. Work may be performed in various areas within the Department which may include work with ball fields, parks, cemeteries or other outdoor/indoor areas.

Work of this class involves performance of routine unskilled manual laboring tasks and limited semi-skilled tasks in the carrying out of a variety of maintenance, construction and service activities. Work usually is performed under direct supervision.

### **Essential Job Functions**

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Assignments include the use of standard hand tools and power operated devices.
- Operation of trucks and other automotive equipment incident to regular duties.
- Work to include but is not limited to mowing, transport of equipment, weed eat, field preparation, garbage pick-up, edging, and other labor related items.
- Responsible for the operation of light equipment.
- Performs other duties and responsibilities as assigned.

### **Knowledge, Skills and Abilities**

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.

- Ability to read, write and/or follow oral instructions.

- Ability to learn the use of hand and power tools incidental to assigned tasks.
- Ability to perform manual labor under unfavorable weather conditions.
- Ability to work with cleaning equipment.
- Ability to operate small machinery (riding lawn mowers, push mowers, weed eater, etc.)
- Other duties and responsibilities as assigned.

### **Education and Experience**

High School graduate or equivalent. At least one year experience performing manual work using construction tools and equipment.

### **Required Licenses or Certificates**

Must possess valid driver's license.

### **Physical Demands and Working Conditions**

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.

Physical requirements include occasional lifting/carrying of 50+ pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily outdoors.