

POSITION DESCRIPTION

Class Title: **Parks Maintenance Worker I**
Department: **Parks & Recreation**
Division: **Parks & Recreation**

Date: **02/13/2018**
Grade Number: **1**
Union: **Central Staff**

GENERAL PURPOSE

Performs a variety of unskilled and semi-skilled tasks in the maintenance and operation of buildings, grounds and parks.

SUPERVISION RECEIVED

Works under the close supervision of the Grounds and Facilities Supervisor.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Mows and maintains park and open space areas such as baseball and soccer fields; mows weeds; cleans and maintains tennis courts and nets;

Drags ball fields; lines fields for games.

Assists in the maintenance of the municipal swimming pool facility.

Inspects, washes, and performs routine maintenance of park drinking fountains and restrooms.

Sweeps, washes, paints, and repairs or replaces park tables and slabs.

Performs minor semi-skilled interior building maintenance such as painting, plumbing, carpentry, and other unskilled and semi-skilled trades work.

Performs routine maintenance on lawn and power equipment.

Plants lawns, trees, shrubs, and flowers.

Operates tractors, mowers, jack hammers, trucks, buffers, washers, and other listed equipment as needed.

Maintains current skills and knowledge in the proper and safe techniques of building and grounds maintenance functions.

Performs custodial work such as required and assigned, including: change light bulbs and fluorescent tubes; sweep floors; vacuum carpets; mop; shampoo and steam clean carpets; buff non-carpeted areas; dump garbage and reline cans with liners; clean and sanitize restrooms and replenish supplies; sweep; empty ash cans; clean spills; clean drinking fountains, mirrors, tables, walls, fixtures, blinds, light fixtures, etc.; dust furniture; wash windows, walls, metal and woodwork; clean rain gutters; sweep roofs.

Collects and disposes of solid waste from buildings and grounds; picks up litter from premises.

Opens and closes, locks and unlocks facilities as needed.

Assists in setting up and taking down equipment for various park and recreation programs, prepares facilities for park and recreation program use.

Installs and maintains goal posts and nets for sports facilities, including soccer, volleyball, baseball, softball, tennis and basketball.

Assists in the construction of new parks facilities, including clearing, grading, drainage, and foundation work.

Keeps records of work completed.

PERIPHERAL DUTIES

None.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Any equivalent combination of relevant education and experience.

Necessary Knowledge, Skills and Abilities:

(A) Working knowledge of equipment, materials and supplies used in building and grounds maintenance; Some knowledge of equipment and supplies used to do minor repairs; Working knowledge of first aid and applicable safety precautions.

(B) Skill in operation of listed tools and equipment.

(C) Ability to work independently and to complete daily activities according to work schedule; Ability to lift heavy objects, walk and stand for long periods of time, and to perform strenuous physical labor under adverse field conditions; Ability to communicate orally; Ability to use equipment and tools properly and safely; Ability to understand, follow, and transmit written and oral instructions; Ability to establish effective working relationships with employees, supervisors, and the public.

SPECIAL REQUIREMENTS

Must have the ability to obtain a valid driver's license if required.

TOOLS AND EQUIPMENT USED

Pickup truck; lawn and landscaping equipment, including tractors, mowers, airifier, chainsaw, edgers, weed trimmers, electric motors, pumps, sprinklers, irrigation systems; miscellaneous hand and power tools for turf maintenance, carpentry, painting, plumbing, electrical, and cement finishing work; swimming pool equipment including chlorination system, pumps, boiler, valves, filtration devices, gauges, etc; janitorial equipment including floor buffers, steam cleaner, carpet cleaners, washers, vacuums, mops, brooms, and dusting equipment.

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 reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the 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 regularly works near moving mechanical parts and in outside weather conditions. The employee may occasionally work in high places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment maybe loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Human Resources Manager

Approval: _____
Director of Administration

Approval: _____
Director of Law

