



## JOB DESCRIPTION

**Title:** Parks Maintenance Worker

**Department:** Public Properties

**Reports to:** Director of Public Properties

**Pay Grade:** 55

**Date Adopted:** January 28, 2022

**Previous Revision Date:** February 2, 2017

**Last Revision Date:**

**Type:** ☒ Full Time

☐ Part Time

**FLSA:** ☐ Exempt ☐ Salary

☒ Non Exempt ☒ Hourly

**Union:** ☒ Yes

☐ No

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### Job Summary:

Perform a variety of structural and grounds maintenance and construction work in City parks, City Buildings, and City properties. Duties and responsibilities include performing janitorial duties, installing and repairing park structures and equipment, and performing a variety of tasks in the operation and maintenance of the Department.

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### Essential Functions:

1. Perform general grounds cleaning, including emptying trash receptacles, cleaning restrooms, mopping, sweeping, mowing, trimming, landscaping, and raking City park and recreation sites as needed.
2. Maintain facilities by performing carpentry work, painting, replacing light bulbs, making minor plumbing and electrical repairs, perform concrete and masonry work and repairs.
3. Help control vegetation and growth by working as a member of the City pest control crew spraying various pesticides, herbicides, fungicides, and other related chemicals in City park and recreation areas. Prepare, apply, and properly dispose of pesticides.
4. Operate and maintain power mowers, chain saws, rototillers, lawnmowers, aerators, hedgers, spreaders, front-end loader, edgers, air compressors, and other equipment.
5. Build and repair park benches, tables, fences, signs, playground equipment, and related structures.
6. Operate and perform minor maintenance on trucks, tractors, mowers, and other light automotive mechanical equipment.

7. Operate and perform minor repairs of hand-held power and gardening tools.
  8. May operate basic construction equipment such as tow axel dump trucks and skid steers.
  9. Respond to inquiries from the general public.
  10. Install, maintain, and repair irrigation systems.
  11. May assist in building maintenance or other public works projects, as required.
  12. Snow removal.
  13. Drive vehicles and equipment as required.
  14. Provide manual labor functions as directed, such as digging holes/trenches, raking, hoeing, lifting, etc.
  15. Ability to work an irregular work schedule, including evenings, weekends, and holidays.
  16. Ability to maintain regular and predictable attendance.
  17. Must be able to report to work within thirty-five (35) minutes for emergencies under normal driving conditions.
  18. Employee must be able to be "on-call".
  19. May be required to work extended hours during natural disasters, declared disasters, and similar events.
  20. Maintain positive relations with the community. Establish effective working relationships with management, employees, employee representatives, and the public representing diverse cultures and backgrounds.
  21. Keep confidential information confidential.
  22. Work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors, and any other persons or organizations with whom interaction is required to accomplish work and employer goals.
  23. Punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
  24. Perform other work which is consistent with the essential functions of the job.
  25. Perform other duties as assigned.
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**Education and Special License(s)/Certifications:**

High school diploma or equivalent.

Must be at least eighteen (18) years of age.

Must possess a valid driver's license and maintain an insurable driving record.

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**Experience:**

Two (2) years of general construction, concrete construction, and landscaping preferred. (Breaks in service of no more than ninety (90) days shall be considered *de minimus* and shall not be considered in calculating the consecutive years.)

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**Skills:**

1. Good oral and written communication skills.
  2. Good listening skills.
  3. Manual dexterity.
  4. General construction skills.
  5. Good driving skills.
  6. Perform basic mathematics.
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**Mental Requirements:**

1. Ability to analyze safety situation.
  2. Ability to make quick decisions.
  3. Ability to stay alert for long periods of time.
  4. Ability to work independently.
  5. Ability to work in a team.
  6. Ability to assess situation and use judgement in responding.
  7. Ability to work under distracting conditions.
  8. Mechanical aptitude.
  9. Alpha/numeric recognition.
  10. Ability to carry out assignments through oral and written instruction.
  11. Ability to take on a leadership role.
  12. Mechanical aptitude.
  13. Diplomacy and judgement.
  14. Logical reasoning.
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**Physical Requirements:**

1. Hand, eye, and body coordination to operate light to moderately heavy machinery, equipment and vehicles.
2. Ability to withstand extreme weather conditions.
3. Exposure to vibrations.
4. Ability to transverse rough terrain on foot.

5. Ability to work with exposure to noise.
  6. Ability to distinguish among colors.
  7. Ability to work at extended heights.
  8. Ability to drive city vehicle.
  9. Ability to lift up to sixty (60) pounds.
  10. Ability to bend, climb, and stoop.
  11. Ability to crawl, run, climb, bend, stoop, twist, reach, contort and lift up to 160 lbs. while wearing heavy protective gear weighing about 50 lbs.
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**Supervisory Responsibility (Direct and Indirect):**

None

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**Disclaimer:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.

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Approved:

**Tobias J. Tempelmeyer, City Administrator**

**1-28-22**