

JOB DESCRIPTION FOR PARK MAINTENANCE

DEPARTMENT: PARK AND REC SALARY RANGE: \$13.00-\$13.26/HOUR

Title of immediate supervisor: Public Works Supt.

MAJOR DUTIES:

- Maintains all city parks
- Performs minor type repairs on doors, windows, plumbing and electrical appliances
- Using hand tools such as wrenches, sockets, hammers, screwdrivers, shears and brooms and other similar types of hand tools.
- Operates power tools such as drill motors, lawn tractors, 4-wheelers, lawn mowers, weed trimmers, hedge trimmers and blowers.
- Works outside landscaping all park properties and right of way easements including mowing and trimming grass and shrubbery.
- Fertilizes and uses weed killers
- Washes and cleans windows and walls
- Performs dirt work and planting
- Repairs or replaces fences and other type park equipment or apparatus.
- Janitorial work on park restrooms and concession areas
- Painting, caulking and parking lot striping or repairs
- install signage
- Removes trash and debris from fields and right of ways.
- Follow all safety rules
- Follow the City's Personnel Policy
- Follow department policies
- Performs other related duties as assigned

JOB COMPLEXITY:

- Performs recurring manual tasks of average difficulty involving landscaping and janitorial work.
- Performs routine and repetitive physical tasks requiring adherence to department safety rules and procedures
- Subject to continual work outside in weather elements.
- Risk of personal injury including but not limited to cuts, bruising and abrasions
- Must be able to lift and or manipulate 50 or more pounds
- The job may require all forms of physical activity including stooping, bending, lifting, climbing and crawling.
- Involves contact mostly with household chemicals, fertilizers and weed killers but could involve being around other potentially hazardous chemicals.

RESPONSIBILITY:

- Responsible to keep all parks clean and properly landscaped.
- Responsible to drag ballfields.
- Responsible to inventory supplies and order supplies when needed.
- Responsible to clean, mow and maintain parks and right of way easements
- Responsible to perform code abatement work orders.
- Functions closely with public works.

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_____ (Employee Initials)

- Receives work assignments from Public Works Director
- Follow safety rules especially concerning working in and around chemicals
- File daily reports of work performed on forms provided

IMPACT OF WORK

- The nature of duties performed necessitates employee getting dirty on a daily basis in order to keep all property mowed, cleaned and presentable to the public and to the employees.
- The nature of duties also avoid unwarranted expenses to the City that could easily have been avoided

COMMUNICATIONS/PUBLIC CONTACT

- Limited public contact.
- Personal contact with fellow employees

SUPERVISION

- Answers to the Public Works Director and works closely with other employees.
- No supervision over other employees

WORK HAZARDS

- Heavy lifting involved frequently
- Extreme caution must be taken in working with all various types of equipment used in avoiding injuries including, but not limited to cuts, bruises, and abrasions.
- Caution in avoiding injuries resulting from climbing, slipping, falling and working around power equipment
- Limited contact with communicable diseases associated with working in and around insanitary conditions
- Employee has to work around heavy equipment and in traffic conditions frequently
- Work with certain chemicals such as degreasers, oils, lubricants and other such chemicals. **Always follow the M.S.D.S. sheets when working with any chemical**
- **Use protective safety equipment issued including, but not limited to hard hats, eye glasses, shields, air respiratory protection, gloves and ear plugs.**

KNOWLEDGE/SKILLS/ABILITIES

- Ability to follow safety rules and regulations
- Ability to perform physical tasks and handle heavy lifting
- Ability to understand and follow oral instructions
- Ability to read and write
- Ability to read and understand M.S.D.S. sheets provided for by the manufacturer

CONDITION OF EMPLOYMENT

- Must have High school diploma or GED
- janitorial experience preferred
- landscaping experience preferred
- Must pass physical
- Must pass back lift test
- Be in good physical condition

I HAVE READ THIS PAGE _____
 (Employee Initials)

- Must pass Drug Screening
- Good driving record if operating city vehicles or equipment is required

APPLICANT VERIFICATION:

With my signature below, I do hereby verify that I have read and understand the job duties herein provided for and I furthermore verify that I can perform the essential functions of the position I am applying for **without a reasonable accommodation**.

Signature of Applicant or Employee

Date: _____

APPLICANT VERIFICATION WITH REASONABLE ACCOMMODATIONS:

With my signature below, I do hereby verify that I have read and understand the job duties herein provided for and I furthermore verify that I can perform the essential functions of the position I am applying for **with a reasonable accommodation** as provided for below:

Signature of Applicant or Employee

Date: _____

INTERVIEWER OR SUPERVISOR AFFIDAVIT:

If applicable, reasonable accommodations can be provided for as stated above: Yes No
Provide reason reasonable accommodation cannot be provided:

Signature)

(Printed Name)

Date: _____

APPROVED BY:

Department Head

Printed Signature

Date: _____

I HAVE READ THIS PAGE

(Employee Initials)