

Job Title: Parks Maintenance Worker
Department: Parks and Recreation
Reports to: Parks Maintenance Supervisor
Pay Range: \$11.00 - \$16.00

Position Summary: This is a Seasonal support position for the Department of Parks and Recreation responsible for maintaining park amenities city-wide. The position provides assistance with information, first aid, safety, rental set-up/take down and park maintenance and cleaning. Work is performed under the general supervision of the Parks Maintenance Supervisor.

Examples of Work (Essential Functions):

- Provide excellent customer service with a courteous and pleasant demeanor
- Ensure equipment and play features are operating as designed
- Resolve patron conflicts
- String-trim, weed park areas
- Prepare park pavilions/shelters for rental use
- Empty trash receptacles and restock Mutt Mitt stations
- Empty recycling and trash combination receptacles
- Water trees and new landscaping elements as directed
- Assists in keeping restrooms clean and well-stocked with toilet paper and paper towels
- Sees that department and facility policies are adhered to
- Follows safe equipment use practices and procedures
- Maintain safe and usable trails throughout parks
- Performs all other related tasks as required

Examples of Work (Marginal Functions):

- None

Certificate, License:

- Valid Driver's License

Required Education and/or Experience:

Three months of similar or related experience required; or equivalent combination of education and experience. Experience may include cleaning, customer service or retail sales.

Preferred Education and/or Experience:

High school diploma or GED or equivalent combination of education and experience. Experience with Microsoft Excel at the beginning level and proficiency resolving patron concerns.

Abilities, Knowledge, Skills:

- Working knowledge of landscaping and park maintenance equipment
- Ability to anticipate problems
- Ability to apply common sense understanding to carry out instructions and directions furnished in written, oral or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations. E.g. citizen concerns, equipment malfunctions, scheduling conflicts, etc.
- Ability to establish and maintain effective working relationships with associates, general public, customers, contractors, vendors, public officials, and City Council.
- Ability to meet the public and to discuss problems and complaints
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to reliably and predictably carry out duties
- Ability to respond to common inquiries
- Potential exposure to blood-borne pathogens, hazardous chemicals, heights and excessive noise
- Manual labor including lifting objects up to 50 lbs,

Supervision:

- None

Working Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The working conditions are normally moderate to loud. The worker is not subject to adverse environmental conditions.

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to stand and walk; using hands to finger, grasp, handle or feel in a repetitive manner; reach with hands and arms, and talk or hear. The employee is occasionally required to climb or balance and stoop, squat, bend, twist, kneel, crouch, or crawl; lift, move, push, or pull up to 50 pounds. Specific vision abilities required by this position include close vision, color vision, depth perception, distance vision, and ability to adjust focus. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and make fine distinctions in sound; visual acuity is required for reading and analyzing written or

computer data and operation of machines and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SIGNATURE and APPROVAL

Employee

Date

Department Director

Date

City Administrator

Date

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all essential functions, marginal functions, responsibilities, duties, and skills required of personnel so classified in this position.