

## **PARKS MAINTENANCE WORKER**

**GENERAL PURPOSE.** The Parks Maintenance Worker is a non-exempt position under FLSA. This position maintains city parks, downtown flower boxes, Welcome signs and operates light equipment. This employee must possess a mechanical aptitude.

### **I. JOB DESCRIPTION.**

#### **DUTIES AND RESPONSIBILITIES.**

1. Operates light equipment, loader, backhoe, street sweeper.
2. Plants flowers and maintains flower beds (watering and weeding daily during the growing season).
3. Plants and maintains trees and shrubs in the park.
4. Uses the weedeater around items in the park.
5. Plants and maintains flowers in downtown flower boxes (watering and weeding daily during the growing season).
6. Prunes shrubs in the park.
7. Cleans out shelter houses.
8. Cleans out and maintains the fish pond. Feeds fish.
9. Assists in testing at the swimming pool during operation.
10. Performs upkeep on park equipment and shelters.
11. May be asked to fill in on different departments as needed.
12. Performs other related duties as deemed necessary or as required.

**SUPERVISION RECEIVED.** The Parks Maintenance Worker reports to the City Superintendent.

**SUPERVISION EXERCISED.** Exercises no supervisory duties.

### **II. JOB SPECIFICATIONS.**

#### **KNOWLEDGE, SKILLS, AND ABILITIES.**

1. Knowledge of planting and care of trees, shrubs, plants and flowers.
2. Knowledge of small equipment maintenance.
3. Skill in developing working relationships with citizens, other employees, and other governmental agencies.
4. Skill in oral communications.
5. Ability to operate departmental equipment.
7. Ability to read and interpret written instructions, manuals, and maps.
9. Ability and willingness to learn.

**EXPERIENCE AND TRAINING.**

1. High school diploma or GED.
2. Must have a valid state driver's license.
3. One (1) year of light equipment operation or related experience.
4. Expected to have acquired the necessary information and skills to perform the job well within six (6) months of employment.
5. Attends horticulture classes and tree trimming classes as needed.

**PHYSICAL DEMANDS & WORK ENVIRONMENT.** See the essential functions table on page B32.

**MISCELLANEOUS.**

1. Must pass a medical examination, including a drug & alcohol screening.
2. Manual labor and adverse working conditions may exist with this position.
3. Subject to a background check, credit check and driver's license record check.

**ESSENTIAL JOB FUNCTIONS**

**Employees in this job position are required to meet the following requirements.**

A - Rarely or Never B - Periodic (Not every day) C - Frequent (Sometimes each day) D - Daily (All or most of the time)	A	B	C	D	A - Rarely or Never B - Periodic (Not every day) C - Frequent (Sometimes each day) D - Daily (All or most of the time)	A	B	C	D	A - Rarely or Never B - Periodic (Not every day) C - Frequent (Sometimes each day) D - Daily (All or most of the time)	A	B	C	D
PHYSICAL FACTORS					PHYSICAL STRENGTH: LIFTING-PUSH/PULL WHILE STANDING					HEARING DEMANDS				
1. Standing/Stationary		X			1. Semi-sedentary (up to 10 lbs.)				X	1. Normal noise levels				X
2. Standing/Moving About				X	2. Light work (10 - 20 lbs.)				X	2. Constant low level noise				X
3. Sitting		X			3. Medium work (20 - 50 lbs.)				X	3. Occasional loud noise		X		
4. Climbing			X		4. Heavy work (50 - 100 lbs.)		X			4. Constant/very loud noise	X			
5. Balancing				X	5. Very heavy work (100+ lbs.)		X							
6. Stooping			X							HAZARDOUS CONDITIONS				
7. Kneeling			X		PHYSICAL STRENGTH: CARRYING-PUSH/PULL WHILE MOVING					1. Respiratory irritants-dust, fumes, gases				X
8. Crouching			X		1. Semi-sedentary (up to 10 lbs.)				X	2. Skin irritants-dust, fumes, gases				X
9. Crawling		X			2. Light work (10 - 20 lbs.)				X	3. Allergic irritants-dust, fumes, gases				X
10. Reaching				X	3. Medium work (20 - 50 lbs.)		X			4. Wet work – hands		X		
11. Handling				X	4. Heavy work (50 - 100 lbs.)		X			5. Wet work – feet		X		
12. Fingering				X	5. Very heavy work (100+ lbs.)		X			6. Operation of heavy equipment	X			
13. Talking/Speaking				X						7. Climbing ladders		X		
14. Driving				X	VISUAL DEMANDS					8. Working in very high places	X			
15. Smelling				X	1. Near Vision				X	9. Use of electrical equipment		X		
16. Object Manipulation				X	2. Far Vision				X	10. Use of sharp utensils				X
17. Grasping (both hands)				X	3. Depth perception				X	11. Sensitivity to extreme temperature variations				X
18. Pinching (thumb/forefinger)				X	4. Accommodation				X					
19. Turning				X	5. Color vision				X	MENTAL DEMANDS				
20. Twisting (hand/wrist)				X	6. Field of vision				X	1. Reading Ability		X		
21. Walking				X						2. Written Language Ability		X		
22. Squatting			X							3. Mathematic Ability		X		
23. Twisting (upper body)				X										
24. Simultaneous Activity			X											
25. Hearing			X											
26. Touching			X											
27. Other														