

REGULAR PART-TIME PARK MAINTENANCE

Department:	Parks & Cemetery	Grade:	H-5
Date Revised:	March 15, 2017	Location:	Park Building

GENERAL PURPOSE

Performs a variety of semi-skilled and unskilled maintenance and custodial duties associated with the operation of parks and cemeteries grounds, buildings and equipment.

SUPERVISION RECEIVED

Works under the immediate supervision of the park & cemetery superintendent and assistant superintendent.

SUPERVISION EXERCISED

None generally. May supervise community service workers or temporary maintenance employees as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Mows, trims and maintains parks and cemeteries; open space areas such as sports fields, tennis courts, skate park area, cemetery grounds, playground and picnic areas; mows weeds; clean debris, etc.
- Performs general custodian work to city community buildings and parks / cemetery maintenance facilities.
- Inspects, washes and performs routine maintenance of park drinking fountains and restrooms.
- Sweeps, washes, paints and repairs or replaces park tables and slabs.
- Performs semi-skilled building maintenance such as painting, plumbing, carpentry and other unskilled and semi-skilled trades work.
- Performs routine maintenance on equipment and tools associated with parks and cemetery operations; by servicing, cleaning and checking equipment and tools before and after use.
- Maintains and adjusts specialized turf care equipment, construction equipment and tools, including, tractors, mowers, loaders, tillers, pumps, gas trimmers, lawn and power equipment, etc.
- Performs grounds maintenance such as seeding, fertilizing, top dressing, soil conditioning, watering and planting of lawns, trees, shrubs and flowers.
- Sprays herbicides and other various chemicals used for the pest and weed control of parks and cemeteries and open spaces.
- Operates tractors, mowers, weed trimmers, trucks, steam cleaners, 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 programs or activities, prepares facilities for various programs and activities as needed.
- Participates in the opening and closing of graves, setting up and taking down equipment for burials and other events when deemed necessary.
- Performs a variety of public relations duties which include fielding questions, concerns and complaints from the general public; communicates official plans, policies and procedures to the general public
- Assists with laying out burial sites for digging graves, placement of cemetery markers / monuments and with placement of markers and monuments as needed.
- Assists in new construction of new facilities, including clearing, grading, drainage, and foundation work.
- As assigned directs temporary maintenance workers and community service workers.
- Keeps records of work completed.
- Performs other duties or related work as required, as deemed necessary or assigned.

PERIPHERAL DUTIES

- Operates a variety of power tools, construction and maintenance equipment used in the daily parks and cemetery operations.
- Assist other city departments and volunteer organizations as assigned or needed.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school education or GED equivalent.
- (B) Experience related to the maintenance landscapes, parks and cemetery systems or related systems, including the operation of related maintenance equipment.

(C) Any equivalent combination of education and experience where an individual can receive the proper experience and knowledge.

Necessary Knowledge, Skills and Abilities:

- (A) Some knowledge of equipment, materials and supplies used in building and grounds maintenance; working knowledge of equipment and supplies used to do 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.
- (D) Ability to lift heavy objects, walk and stand for long periods of time, and to perform strenuous physical labor under adverse field conditions.
- (E) Ability to communicate orally and in writing.
- (F) Ability to use equipment and tools properly and safely.
- (G) Ability to understand, follow and transmit written and oral instructions.
- (H) Ability to establish effective working relationships with employees, supervisors and the public.

SPECIAL REQUIREMENTS

- (A) Valid Kansas State driver's license.
- (B) Telephone service for emergency contact.
- (C) Employee in this position will be subject to the city's substance abuse policy.

TOOLS AND EQUIPMENT USED

Knowledge of operation and use of motorized vehicles and equipment, lawn and landscaping equipment, including tractors, mowers, pickup truck, tamper, plate compactor, chain saw, edger, gasoline powered weed trimmer, pumps, sprinklers, miscellaneous hand and power tools for turf maintenance, carpentry, painting, plumbing, electrical and cement finishing work; janitorial equipment including floor buffers, steam cleaner, carpet cleaners, washers, vacuums, mops, brooms and dusting equipment. Use of mobile radio, phone, copy and fax machine.

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 and occasionally lift and/or move more than 100 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

Work environment characteristics described here are representative of those an employee encounters while performing 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 frequently works in high, precarious 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 is usually loud.

SELECTION GUIDELINES

Formal application; rating of education and experience; oral interview; reference check; job related tests; background check; drug screening; final selection and pre-employment medical examination may be required. Appointees subject to completion of training period. Duties listed above are intended only as illustrations of the various types of work performed. Omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. This 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.