

TEMPORARY/SEASONAL PARKS & CEMETERY MAINTENANCE WORKER

Department: Parks & Cemetery
Division: Parks & Cemetery
Date Revised: March 15, 2017

Grade: N/A
Location: Park Building

GENERAL PURPOSE

Performs a variety of semi-skilled and unskilled tasks in the maintenance and operation of buildings and grounds in City parks & cemeteries.

SUPERVISION RECEIVED

Works under the immediate supervision of the Parks Superintendent, Assistant Superintendent, and/or park staff.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Mows, weedeats and maintains parks, cemeteries and other open space areas such as baseball, softball and other sports related fields. Mows weeds; trims around monuments, buildings, and other obstacles; cleans debris, etc.
- Collects and disposes of solid waste from buildings and grounds; picks up litter from premises.
- Performs general custodian work to all city community buildings and City Hall; including: changing of 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 rest rooms 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.
- Assists staff in the maintenance of the municipal swimming pool.
- Performs routine maintenance on baseball and softball diamonds and prepares infield areas for scheduled games as assigned.
- Inspects, washes, and performs routine maintenance of park drinking fountains and rest rooms.
- Sweeps, washes, paints, and repairs or replaces park tables and slabs.
- Performs minor semi-skilled building maintenance such as painting, minor plumbing repairs, minor carpentry repairs, and other semi-skilled and unskilled trades work.
- Performs routine maintenance on lawn care equipment.
- Plants lawns, trees, shrubs and flowers. Carries out the seeding, fertilizing, top dressing, soil conditioning, watering, and the weed control of parks, cemeteries and open spaces.
- Operates weed trimmers, mowers, carpet cleaners, floor buffers, floor scrubbers, power washers and other listed equipment as needed.
- Assists in setting up and taking down equipment for various park and recreation programs, prepares facilities for park and recreation program use as needed.
- Assist staff in installing and maintaining goal posts and nets for sports facilities, including volleyball, baseball, softball, tennis and basketball.
- Assists staff in the construction of new parks facilities, including clearing, grading, drainage, and foundation work.
- Performs related work as required.

DESIRED MINIMUM QUALIFICATIONS

Experience:

Prefer some experience or knowledge in the lawn care or custodian fields.

Necessary Knowledge, Skills and Abilities:

(A) Some knowledge of equipment, materials and supplies used in building and grounds maintenance; some working knowledge of equipment and supplies used to do minor repairs.

- (B) Skill in the operation of listed tools and equipment.
- (C) Ability to lift heavy objects, walk and stand for long periods of time, and to perform strenuous physical labor under adverse field conditions.
- (D) Ability to communicate orally and in writing.
- (E) Ability to use equipment and tools properly and safely.
- (F) Ability to understand, follow and transmit written and oral instructions.
- (G) Ability to establish effective working relationships with employees, supervisors and the public.

SPECIAL REQUIREMENTS

Minimum age requirement 16 years old

TOOLS AND EQUIPMENT USED

Lawn and landscaping equipment, including mowers, lawn edger, hedge trimmers, weed trimmers, miscellaneous hand and power tools for turf maintenance, carpentry, painting and cement finishing work; janitorial equipment including floor buffers, floor scrubbers, carpet cleaners, washers, vacuums, mops, brooms and dusting equipment.

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. 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

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job the employee regularly works near moving mechanical parts and in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles and vibration. The noise level in the work environment is usually loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The 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.