

CITY OF DURANT JOB DESCRIPTION

Title: **Maintenance Worker I - Parks**
Department: Parks/DMSC
Reports To: Facilities, Parks, & Recreation Manager FLSA Status: Non-exempt

POSITION SUMMARY

This position maintains the condition of City's recreation and park facilities by providing maintenance and repairs to park facilities, equipment, and grounds keeping to provide a clean and safe environment for workers and the public.

(Schedule and work assignment may vary based on need.)

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may be required and assigned.

Not all duties may be assigned to each position. The allocation of duties for this position will be dependent upon areas assigned.

1. Manages invasive vegetation in and around parks, roadways, greenways and greenbelts. Prunes healthy trees using proper pruning techniques. Removes dead or hazardous trees in the parks. Removes fallen leaves. Plants new trees and grass.
2. Performs landscape maintenance, including edging and mulching beds, weeding, watering, fertilizing, turf renovation, and pruning.
3. Performs maintenance activities at the city recreational courts and fields, scoreboards, signs, bleachers and benches.
4. Performs a variety of turf, ground and vegetation, and irrigation systems management.
5. Maintains walkway areas; ensures trails are clear of any obstructions.
6. Ensures parks' restrooms and recreation areas are clean and in working order.
7. Maintains the appearance of all parks to ensure the areas are free of litter, trash, fallen tree limbs, and other debris.
8. Sprays herbicides/pesticides to control weeds/mosquitoes on City property.
9. Operates maintenance equipment, including but not limited to, field drag, lawnmower, utility tractor, string trimmer, chain saw, pole saw, dump truck, sod cutter, chemical sprayer, tiller, bush hog, etc.
10. Cleans lubricates, and performs preventive maintenance or repair on equipment.
11. Plans for and coordinates a preventative maintenance program for equipment, which includes general maintenance, repairing, or arranging for repairs of equipment through appropriate sources. Oversees the safe operation and calibration of mechanical and hand-operated equipment, lawnmowers, line trimmers, utility tractors and attachments, spray equipment, and lining and dragging equipment.
12. Performs water quality testing and ensures proper chemical calibration.

13. Performs playground equipment inspections and repairs as needed.
14. Performs pool and water park maintenance as needed.
15. Performs light construction, maintenance and repair to parks and building structures.
16. Assists other department staff when necessary to complete projects and special events.
17. Ensures all activities are carried out safely; adheres to all safety regulations; ensures all regulations pertaining to the safe use of equipment are understood and followed.
18. Reports all accidents to the appropriate authority. Follows all policies for reporting.
19. Provides backup assistance to other department personnel as needed.
20. Maintains appropriate records including complete equipment repair history, work orders, daily job card, and other related data.
21. Completes written records of labor and materials used for each work project.
22. Reports to work for after hour needs, as assigned.
23. Performs emergency repairs and light construction as necessary.
24. May act as a work leader in the absence of a crew leader.
25. Maintains signs to ensure visibility.
26. Delivers barricades and/or cones.
27. Other duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES

1. Familiarity with chemicals and fertilizers and knowing rates of application/calibration of sprayers.
2. Recognizing the correct mower settings and mowing patterns; being able to make adjustments to cutting heights and cutting quality.
3. Knowledge of safe operation and maintenance of tools and equipment.
4. Knowledge of construction including drywall, framing, trim and finish.
5. Knowledge of Personal Protective Equipment.
6. Ability to understand and follow oral and written instructions.
7. Ability to understand and effectively carry out local policies and procedures; written instructions, general correspondence, and Federal, State, and local regulations.
8. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
9. Ability to prepare and maintain accurate and concise records and reports consistent with the position.
10. Ability to communicate clearly, concisely and effectively in English with staff, administration, and the public in both written and verbal form.
11. Ability to define problems, exercise sound judgment, and address a variety of situations.
12. Ability to think quickly, maintain self-control, and adapt to stressful situations.
13. Ability to maintain professionalism at all times.
14. Ability to work as a member of a team.
15. Ability to perform mathematical calculations required of this position.
16. Ability to work the allocated hours of the position and ability to work flexible hours to include evenings, nights, weekends and holidays due to adverse weather conditions, construction projects, or other emergency service.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 75 pounds of force; requires strenuous manual labor including, but not limited to, digging, shoveling, sweeping, raking, hauling, crawling, bending, lifting, pushing, pulling, twisting, and climbing.
- Work performed may require walking or standing to a significant degree on rough terrain or may involve sitting for long periods with pushing and pulling of arm and/or leg controls.
- Work may be performed above or below ground, to include confined spaces.
- Work has standard vision requirements.
- 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.
- May be subject to hazardous chemicals/pesticides.
- Duties are performed under all weather conditions and include exposure to inclement weather.

MINIMUM REQUIRED QUALIFICATIONS

- High School Diploma/equivalent with three (3) years of experience in grounds keeping and maintenance work.

PREFERRED QUALIFICATIONS

- Previous experience in heavy equipment operations.
- Previous experience in facility maintenance, playing field maintenance and general knowledge of athletics.
- Arborist certification.
- Some college preferred.

OTHER REQUIREMENTS

- Commercial Pesticide Applicator License *preferred* but must obtain within one year of hire date.
- Previous experience in handling pesticides, herbicides and other maintenance chemicals.
- Must obtain Playground Safety Inspector certification within one year of hire.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. 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.