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**JOB DESCRIPTION**

**JOB TITLE:** Park’s Maintenance Worker **PAY GRADE 101**: $15.53-$25.88

**DEPARTMENT**: Parks and Recreation **FLSA STATUS**: Non-exempt

**REPORTS To**: Michele Yoder **STATUS:** Full-time

**NATURE OF WORK:**

This is skilled manual work in the general maintenance of parks and facilities. The work is mainly of a nature involving the routine interior and exterior repairs, cleaning, and maintenance of the Community Center, and all the City’s parks; Gardenia Park, Veteran’s Park, Cales Park and Northwest Lake Park. A considerable proportion of the work performed is of a routine nature, but the work requires the use, operation and maintenance of small hand tools and power equipment. Electrical experience, construction and plumbing experience is desirable. Some overtime and weekends will be required.

**PRIMARY RESPONSIBILITIES/ESSENTIAL FUNCTIONS:**

* Pressure wash community center and community center courtyard area quarterly.
* Pressure wash and remove trash from the pavilion, tables, docks, shoreline, dugouts concession areas and restrooms as needed.
* Restrooms to be restocked as needed.
* Clean and sanitize water fountains.
* Check monthly to ensure all lighting is working properly.
* Mow, weed and maintain landscaping at all green spaces at all facilities.
* Check and repair all damaged playground equipment. If safety issues arise, rope off the area.
* Ensure adequate mulch in the playground area.
* Maintain sand levels in volleyball court.
* Check basketball and soccer/frames nets are in good working condition and repair as needed.
* Line baseball and soccer fields as needed for game schedules.
* Drag baseball fields and water as needed.

**SECONDARY RESPONSIBILITIES**:

* Assistance with Recreation events held on City Property to include Hometown Christmas, Fruitland Park Day, Brews, Blues & BBQ, Derby car event, Love Week. This will require assistance with hauling supplies/materials to the appropriate spaces allotted, setting up/tearing down tables, tents, and other recreational equipment.
* Other duties as required/assigned.

Service:

* Must report to work at the assigned time and place, in uniform, with tools and equipment necessary to complete the duties and tasks understanding that attendance is an essential function of the job.
* Must communicate clearly and courteously to employees at worksite or over the phone.
* Must communicate clearly and courteously to vendors regarding orders and inventory of supplies needed.

**PHYSICAL REQUIREMENTS FOR ESSENTIAL JOB FUNCTIONS**:

The employee must be capable of the following with or without accommodation:

1. Reading and understanding work schedules, policies, procedures, safety instructions.

2. Operating a vehicle, bending, stooping, and picking up trash, limbs, debris, loading boxes, equipment, or other heavy objects using hands and legs, back.

3. While standing and walking, may be required to twist at the waist or bend to perform work duties as assigned.

4. Perform general maintenance on buildings and reaching, climbing, kneeling, using hands and fingers, stooping, twisting while using cleaning supplies, repairing objects.

5. Carrying objects weighing up to 50 lbs.

**KNOWLEDGE, SKILLS, AND ABILITIES**:

* Possess a high school diploma or equivalent.
* Ability to read, write, and speak English effectively to comprehend information and communicate effectively.
* Ability to operate a pickup truck, and other motorized equipment, and all-terrain vehicles safely.
* Ability to repair and maintain facilities, equipment, or broken objects needing repairs.

**Preference will be given to individuals with the following experience:**

* Prior experience in performing construction work, plumbing and/or electrical work.
* Driver's license required (CDL preferred, but not required)

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Director

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City Manager

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Human Resources Director