
JOB TITLE: MAINTENANCE WORKER
DIVISION: PARKS
DEPARTMENT: COMMUNITY SERVICES CLASS CODE: _____

EXEMPT: _____ NON-EXEMPT: X EMPLOYEE: _____
FULL TIME: _____ PART TIME: X SUPERVISOR: _____
DIRECTOR: _____
DATE: _____

DESCRIPTION OF WORK

General Definition: Helps with repairs and maintaining the City's park system, public buildings and performs other duties as assigned by the Street/Park Superintendent and the Director of Community Services or designee.

Supervision Received: Work is performed under the lead of the Parks Department Crew Leader and the general supervision of the Parks/Streets Superintendent.

Supervision Exercised: None

Examples of Duties: Responsibly performs mowing of parks, easements, right-of-ways and other assigned areas within prescribed time frame. Insures that areas not reached by large mowing equipment are cut by alternative means (weed eater, hand tools, chemicals, etc.) and that area to be mowed is first properly cleared of any hazards and litter. Effectively repairs and maintains parks, playgrounds, and other related structures. Selects proper tools for assignment on the first attempt, correctly estimates amount of material and supplies required for each assignment/project, and applies construction material (sand, concrete, chemicals, compounds, paint, etc.) pursuant to prescribed standards.

MINIMUM QUALIFICATIONS

Knowledge: Knowledge of methods, materials, and procedures used in maintaining the City's park system, public buildings and public right-of-ways. Able to perform all tasks responsibly in the absence of a supervisor and can perform all daily tasks without guidance. Knowledge of material estimation and time management. Knowledge of the organization of seasonal activities.

Skills: Skill in performing work requiring strength and agility in all weather conditions; skill in frequently lifting heavy objects; skill in driving a light truck; skill in using hand

tools and power tools to perform manual labor tasks; skill in performing minor repairs on small engines and equipment; skill to efficiently manage time and job assignments.

Abilities: Able to responsibly operate vehicles, equipment and tools with maximum efficiency and effectiveness, without compromising safety. Able to schedule and organize task assignments efficiently. Ability to maintain all required maintenance and inventory records. Able to develop and insure that all safety procedures are followed.

Education: High school student or graduate.

Any work-related experience resulting in proficiency levels in the above minimum qualifications is an acceptable substitute for the above specified education and experience requirements.

Licenses and Certificates: Texas Class C driver's license and driving history acceptable to the City.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED AND ARE NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL RESPONSIBILITIES, DUTIES, AND SKILL WHICH MAY BE REQUIRED. ALL EMPLOYEES ARE EXPECTED TO PERFORM TASKS AS ASSIGNED BY SUPERVISOR.