

CITY OF LEAVENWORTH

PARKS MAINTENANCE WORKER JOB DESCRIPTION

TITLE: **PARKS/ UTILITY MAINTENANCE WORKER**

LOCATION: **PUBLIC WORKS DEPARTMENT - PARKS/CEMETERY**

FLSA STATUS: Non-exempt

SALARY RANGE:

\$3,343 / month - Probation

\$3,933 / month - Salary

POSITION SUMMARY:

Under direction from the Parks Supervisor this position is involved in the construction, maintenance and repair of the City's parks grounds, facilities, and landscaped areas within City rights-of-way. In addition, when assigned, this position will assist and perform the duties of the utility maintenance worker within the Public Works Department. The Parks/Utility Maintenance Worker profile does not include all essential tasks, all nonessential tasks, and/or all responsibilities of the position. To be successful in this position, an individual must be able to perform all essential functions satisfactorily when assigned.

ESSENTIAL JOB DUTIES:

This position provides assistance in basic maintenance, which includes but is not limited to, maintenance and repair of irrigation systems, buildings and structures, sport fields, turf areas, trails, natural areas, amenities, playgrounds, play toys, cemetery grounds, headstones, restrooms, and which includes but is not limited to the essential functions listed, for up to 8 hours per day, which may require additional hours in overtime, in order to ensure safety, cleanliness, and aesthetic appeal, as well as to meet public needs and standards. In addition, the scope of duties within the job classification includes:

Operation and Maintenance of Machinery, Equipment, Tools, and Heavy Equipment:

1. Capable of competent, qualified operation of assigned machinery, equipment, tools, and heavy equipment within each unit's capacity necessary to accomplish required tasks.
2. Examples of such units include, but are not limited to:

- a. Acetylene torch, air compressor, broadcasters (hand, walk-behind), common hand and power tools, compactors, concrete saw, crow bars, detection devices, diagnostic devices, ditch compactor, ditch witch, drills, generator, jacks, jackhammer, lutes, picks, pipe threader, post hole digger (hand or tractor-mounted), rakes, saws (hand, power, concrete, skill, jig, chain), shovels (specialized, square, round, grain), tamper, tapping machine, tools (air, impact, hand, power operated, battery operated), transit, welders, whacker, wrenches, hydraulic lifts, sickle bar, etc.
 - b. Backhoe, car hauler trailer, fork lift, front-end loader, lowboy trailer, road grader, roller, street sweeper, truck (single axle, tandem axle, utility, pickup, snow plow, sanding), Bobcat, etc.
3. Has working knowledge of the operation, hazards, and safety precautions of each assigned piece of equipment.
 4. Performs pre-use walk-around procedures and/or inspections to ensure the safety and reliability of each piece of equipment. (Checks all fluids, oils, grease, antifreeze, water, air and pressure levels, mirrors, seat belts, brakes, head lights, tail lights, warning lights, running lights, directional signals, warning signs, tires, etc.).
 5. Safely and skillfully loads and transports piece of equipment to work sites using assigned trucks, trailers, tommy lifts, etc.
 6. Washes, cleans, and details interior and exterior of equipment as necessary.
 7. Advises the Parks Supervisor, PW Supervisor and/or mechanics-qualified employees immediately of defects and deficiencies of units upon first occurrence in order to keep units in safe and operational condition; to prevent unnecessary or extended breakdown time; and, to prevent interruption of services to the public.

Duties require a working knowledge of irrigating plants and turf and irrigation systems, such as drip irrigation systems, standard in-ground systems, or irrigating by hand for watering hanging baskets and other contained plants. Requires the ability to perform pump cleaning and filter rotation, as well as troubleshooting pump failure, cleaning weir boxes, etc. Individual must be able to troubleshoot all irrigation systems.

Work requires the ability to foresee and prevent safety problems, and follow safety policies. Work must follow appropriate safety procedures and the use of protective clothing and equipment including, steel-toed shoes and boots, hard hats, eye/ear protection, rain gear, gloves, and traffic control equipment.

Duties include the ability to maintain all buildings and structures, including restroom facilities (excluding maintenance performed by a plumber and/or an electrician) and all amenities within the park and cemetery systems, including installation and maintenance of headstones and flower vases.

Duties include the maintenance of playgrounds and playground equipment according to all regulations governing playground safety and maintenance.

SCOPE OF RESPONSIBILITY:

This position reports to the Parks Supervisor on a day to day basis. When assigned to the Public Works Utility Division, this position reports to the Public Works (PW) Field Supervisor. The Parks Supervisor and the PW Fields Supervisor report to the Public Works Director.

QUALIFICATIONS REQUIRED:

- A high school graduation or equivalent GED is required, with additional education and experience necessary for successful performance of the job.
- WA state driver's license is required and license record must be acceptable to the City. A commercial driver's license is preferred and will be required to acquire and maintain a Class B Commercial Driver's License (CDL) with air brake restriction lifted within 9 months of being assigned to this position.
- Requires knowledge of methods, means, and materials to perform all aspects of the job.
- Requires an ability to fill out City-required forms, records of maintenance, and other documents. (Monthly Time Sheets, Maintenance Check Lists, Hazard Reports, Incident Reports, etc.).
- Must be able to obtain and maintain a First Aid and CPR Certification, Basic Emergency Safety Training, Adult, Child, Infant Card.
- Must be able to obtain and maintain a *MUTCD* compliant flagging card certification.
- Requires a working knowledge of turf maintenance, which includes proper mowing procedures, sod procedures, and irrigation practices.
- Must be able to work weekends, holidays, festivals, and the hours of work required to meet the needs of each, which may require working split shifts.
- Must be able to work assigned shifts that are different from other department shifts and may differ from other shifts within the park/cemetery department.
- Must be able to work unplanned overtime.
- Must be able to be called-out for emergencies and for filling-in when another crew member is absent.

- Requires good verbal communication skills and customer service skills for public interaction.
- Requires an ability to deal politely and effectively with fellow employees.
- Must have strong work ethic and must be able to actively work alone when unsupervised and with others.

PHYSICAL DEMANDS:

- Physical aspects of the job require physical strength and agility necessary to perform heavy manual labor thoroughly and accurately under all kinds of weather conditions while performing quality work. Work activity includes, but is not limited to, the ability to move freely about the uneven grounds and trails of the park and cemetery systems, including such areas not generally accessed by the public, while maneuvering park/cemetery maintenance tools, equipment, and supplies.
- Work activity requires combinations of bending, brooming, climbing, dexterous hand and finger manipulations, digging, garbage collection and disposal, kneeling, laying down, lifting, loading and unloading tools and supplies and equipment, operation of power tools and equipment, pushing, pulling, raking, shoveling, sitting, stooping, standing, twisting, and walking for extended periods of time.
- Personnel must have adequate physical strength and dexterity in order to operate large ground-driven machinery and special use equipment.
- Personnel must have the ability to lift and/or maneuver 50 pounds routinely.
- Personnel must have adequate physical strength and dexterity in order to lift, carry, load, unload and/or maneuver park/cemetery landscape debris and headstones.
- Must be able to perform essential functions and miscellaneous essential functions in all types of weather.

WORK ENVIRONMENT:

- Workers risk physical hazards from working in and around traffic, heavy machinery, heights above six feet, and confined spaces. Exposure to noise, chemicals and fertilizers, hazardous and toxic materials, fumes, gases and odors, including sewage, is routine. This work requires the ability to see, hear and smell in order to detect problems associated with mechanical, chemical, and other hazards that may affect personal and public safety.
- The employee will be required to work in outside weather conditions, in cold, hot, dry, wet and/or humid conditions.

Position Safety Practices:

1. Complies with federal, state, county, and City of Leavenworth laws, rules, regulations, ordinances, and policies;
2. Performs work within WISHA safety standards and the City's Accident Prevention and Safety Program (Printed 2-25-2002; distributed 6-24-2002) with consideration for public safety and convenience;
3. Identifies unsafe working conditions and deficiencies and takes appropriate action to immediately correct them;
4. Seeks instruction for unaddressed safety and health situations from competent, qualified employees, supervisors, and/or management;
5. Attends safety meetings and tool box talks;
6. Uses protective clothing and personal protective equipment when and where required or necessary;
7. Performs work in a smoke and drug free work environment to promote health, safety, and productivity.

TERM OF EMPLOYMENT:

Individual filling the position will be required to pass a physical evaluation to assess individual abilities to meet the essential functions and miscellaneous essential functions of the position. The evaluation will also include a drug and alcohol screening due to the nature of the position, which includes the need to maintain a current Washington driver's license in order to drive special use heavy equipment and maintenance vehicles.

An individual with a disability who satisfies the skill, experience, education and other job related requirements, with or without reasonable accommodations, may perform the essential functions of this position. The physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.

Statements contained herein reflect general details, as necessary to describe the principal function of the position, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as needed, including work in other functional areas to cover absences or relief to equalize peak work periods, or to otherwise balance the work load.

The City of Leavenworth is an equal opportunity employer.