

TITLE: PARKS/UTILITY MAINTENANCE WORKER
RANGE: \$4,831 - \$5,440

FLSA STATUS: NON-EXEMPT
UNIT: REPRESENTED

This description is intended to describe the general nature and level of work being performed by individuals assigned to positions in this classification. Sufficiently similar duties not specifically mentioned herein are not expressly excluded.

Summary:

Under direction from the Parks Supervisor this position is involved in the construction, maintenance and repair of the City's parks grounds, facilities, restrooms, and landscaped areas within City rights-of-way. 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.

This position provides basic to complex 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.

Scope of Responsibility:

This is a journey-level classification responsible for performing the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed upon completion and for overall results.

Supervision Received/Given:

Receives general supervision from assigned supervisory or management personnel

Essential Functions:

- Operate a variety of light and heavy-duty maintenance equipment, including CDL-required vehicles, necessary to create, maintain and repair grounds and facilities.
- Maintain facilities such as restrooms by sweeping floors and scrubbing walls, ceiling and sanitary fixtures, filling paper and soap dispensers; changing light bulbs, and clearing the facilities of litter and garbage.

- Maintain all amenities within the park and cemetery systems, including maintenance of headstones and flower vases.
- Respond to public questions, concerns and request for services in a courteous and helpful manner.
- Maintain playgrounds and playground equipment according to all regulations governing playground safety and maintenance
- Perform snow and ice removal activities during winter months including but not limited to snow blowing and plowing sidewalks, hand-shoveling, roadway snow removal if needed, and applying deicing chemicals.
- Service, clean, and maintain street trash receptacles.
- Perform CDL pre-and post-trip vehicle safety inspections as needed, recording information in a vehicle inspection log to identify safety issues, servicing assigned equipment, performing routine maintenance and emergency repairs, reporting mechanical problems for shop repair.
- Other related duties as assigned.

Knowledge of:

- Methods, equipment, tools and materials used in parks maintenance, operation, and management.
- Occupational hazards and safety precautions.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Safe work methods and safety practices pertaining to the work.
- Safe driving rules and practices.
- Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, and arithmetic.
- English usage, spelling, vocabulary, grammar, and punctuation.

Ability to:

- Solve problems using deductive reasoning.
- Create and maintain respectful and nondiscriminatory professional working relationships with co-workers, contractors, and the public.
- Prioritize activities and manage schedules in a manner which allows for completion of all job duties efficiently and within required schedules.
- Keep records and make reports which are well-written, analytical, forward-thinking and legally defensible.
- Understand and follow both oral and written instructions and communicate orally and in writing.
- Utilize computerized systems and Microsoft Office computer applications.

- Maintain confidentiality of critical information.
- Work weekends, holidays, festivals, and the hours of work required to meet the needs of each, which may require working split shifts.

ADDITIONAL REQUIREMENTS

- Requires a minimum of two (2) years park maintenance/landscape/urban forestry/ or other occupation involving horticultural operations and maintenance.
- Must be able to obtain and maintain a Class B Commercial Driver's License (CDL) with air brake restriction lifted. Preference will be given to those applicants that currently have their Class B Commercial Driver's License.

EDUCATION AND/OR EXPERIENCE:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Requires a minimum education level of High School graduation or GED equivalence.

Working Conditions:

The work environment characteristics described here 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. Work is performed indoors and outdoors and may be performed alone or as a member of a team. Work may require frequent contact with other City departments and the public. Work may be performed under scheduled routine conditions or unscheduled emergency conditions for extended periods of time. Work may be performed under adverse conditions, at night and/or during inclement weather. The employee may be exposed to loud noise levels and safety hazards including but not limited to chemicals, dust, paint fumes, mechanical and/or electrical hazards, moving parts and vehicles and may be required to use dangerous tools, equipment and associated personal protective equipment. Employees may interact with upset staff when trying to diagnose and/or resolve an equipment related problem.

Physical Requirements:

The employee must possess stamina and ability to perform strenuous physical activity, including the ability to climb, bend and work in tight or confined areas. The employee must possess the ability to lift, carry, push, and pull materials and objects weighing up to 75 pounds and heavier weights with the use of proper equipment or additional staff; climb ladders and work at heights up to 100 feet; and enter manholes and confined spaces and work at depths up to 30 feet. The employee must be able to hear alarms and audibly identify the presence of a danger or hazard. The employee must possess vision to read printed materials and a computer screen; color vision and depth perception are required to read various dials, gauges, and identify color-coded cables

and wires. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. The employee may be required to sit for prolonged periods of time. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment.

The City of Leavenworth is an equal opportunity employer.