

PARKS MAINTENANCE WORKER adopted by city council 03/09/04

DEFINITION

Performs a variety of manual labor activities in constructing, repairing, maintaining and cleaning City parks, buildings and streets; performs other duties as required to protect the interests of the City of Moore Haven.

DISTINGUISHING CHARACTERISTICS

The Parks Maintenance Worker class performs manual labor related to the City public works maintenance services. There is a wide range of work tasks and duties, depending upon the functional area assigned. This class is not part of the Utilities Maintenance Worker series, but may assist Utilities Maintenance Workers in the performance of duties.

SUPERVISION RECEIVED

Supervision is provided by the Parks and Mowing Foreman or a Maintenance Supervisor within the Public Works Departments. By the general nature of the position's routine and daily activities, close supervision should not be required nor expected after an initial period of employment. Additionally, direction on changes in procedures and exceptions in rules are either provided prior to the start of a project or as the need arises.

ESSENTIAL DUTIES

Assists in or performs a variety of manual labor activities related to carpentry, painting, plumbing and landscape maintenance for City parks and facilities; maintains buildings and restrooms by sweeping, dusting, cleaning and arranging furniture; sweeps walkways on park grounds; picks up trash cans; removes weeds and litter; waters, mows, fertilizes and repairs lawns as directed; plants, waters, stakes, prunes and sprays plants and trees as directed; performs written monthly safety inspections of playground equipment and utility hookups of city docks; collects and records dockage fees daily and turn in to city hall weekly; pressure clean dock area and apply water seal as needed; assists in the installation and repair of irrigation systems; assists in maintaining sidewalks, streets and underground systems by breaking up paved surfaces, mixing and pouring concrete and digging ditches; installs and repairs street and traffic signs; removes graffiti; flags traffic; installs and removes traffic cones and barricades; spreads asphalt to patch and repair streets; places and removes street paint templates; assists in painting street markings; cleans and maintains tools and equipment; mends fences; assists in water leak repairs and well maintenance; operates motor vehicles and light and medium power equipment; monthly meter reading activities; prepares legible daily work tickets; cleans and organizes assigned work area and equipment; responsible for the safety of self, coworkers, and general public by wearing and using the proper safety equipment in the performance of duties.

OTHER DUTIES

Makes minor repairs to equipment; picks up litter, leaves and tree trimmings; seeds and/or sods sports activity areas; may drive tractors, trucks and operate a backhoe; may apply pesticides; may assist with water repairs; may assist with garbage collection; may provide twenty-four hour standby.

QUALIFICATIONS

Experience/Education

Sufficient experience and education to understand verbal and written directions from supervisor and written instructions concerning pesticides and working with a variety of hand tools, power tools, construction vehicles and heavy equipment. A typical way of obtaining the required qualification is to possess some heavy, manual work experience.

Knowledge/Skill/Ability

The Parks Maintenance Worker is expected to possess demonstrated knowledge of and skill in safely using appropriate tools and equipment in constructing, maintaining and repairing City facilities. Ability to perform heavy, manual labor; follow verbal and written directions; operate or learn to operate a variety of light motorized equipment; read directions on a variety of spraying and cleaning products; Read, comprehend, and interpret written material such as operation and maintenance manuals, equipment manuals, and Material Safety Data Sheets (MSDS); prepare legible daily work tickets; practice safe work procedures; maintain basic maintenance records; maintain effective working relationships with others.

Working Conditions

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and

far vision when operating power tools, vehicles and equipment. The need to lift and push pool chemicals, trash cans, building materials, and other equipment and supplies weighing up to 80 pounds is also required. Additionally, the incumbent in this outdoor position works in all weather conditions including wet, hot and cold. The incumbent may use spraying and cleaning ingredients, exposing the employee to fumes, dust and air contaminants which may cause eye and skin irritation. The nature of the work also requires the incumbent to climb on ladders, use power, noise and vibration producing tools and equipment, drive motorized vehicles and equipment and work in heavy vehicle traffic conditions which subjects the employee to mechanical and electrical hazards.

License/Certificate

Possession of a Class E Florida driver's license by date of appointment. A pesticide applicator's certificate and/or a traffic control in work zone certification may be required after employment.

Work hours

Normal 7:00 am to 4:00 pm with 1 hr for lunch Monday through Friday. Overtime may be required.