

# City of Washington Job Description Maintenance Worker I (Laborer)

**Status: Full-time**

**FLSA Status: Non-exempt**

**Department: Parks and Recreation**

**Immediate Supervisor: Parks Foreman**

## **General Purpose of Position**

Performs maintenance of all parks, facilities, rights-of-ways and public grounds; and works on capital projects as assigned

## **Major Duties and Responsibilities (Essential Functions)**

### **Maintains City parks and related properties**

- Mows and weed-eats all assigned turf areas
- Performs raking and leaf pick-up
- Prunes and mulches landscape
- Picks up loose trash and empties trash receptacles
- Trims trees and disposes of brush properly
- Assists with repairs of fences and playground equipment

### **Maintains Parks buildings and facilities**

- Cleans, maintains and paints pavilions
- Cleans restrooms and repairs or replaces fixtures when needed
- Checks for vandalism or broken items at facilities
- Changes light bulbs and fixtures, indoor and outdoor
- Performs other necessary cleaning or maintenance duties

### **Maintains special event areas, ball fields and soccer fields**

- Inspects facilities for unsafe conditions and repairs areas when assigned
- Prepares fields appropriate for the sport being played
- Sets bases and goals
- Determines if fields are safe for play after inclement weather
- Cleans up after games or special events

### **Maintains City equipment**

- Operates and repairs light and heavy equipment and tools in a safe, prudent and efficient manner, including the use of mowers, tractors, earth tillers, landscape rakes and blades, skid loaders, dump truck, bucket truck, limb chipper, chain saw, hand saw, power auger, stump grinder, loader, safety harness, kidney belt and other appropriate personal protective equipment and safety equipment, being responsible for safety of self, co-workers and the public.

### **Prepares for seasonal changes in recreation**

- Winterizes non-heated facilities and reactivates them in the spring
- Assists with pool preparation for spring opening and winter closing
- Assists with preparations for irrigations systems shut-down each year and start up each spring
- Rakes, mulches and/or collects leaves in the fall
- Prepares fields and other turf surfaces as needed

## **Marginal Duties and Responsibilities**

- Performs other duties as directed

## **Job Context**

## **Working Conditions**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is exposed more than one third of the time to conditions such moving mechanical parts; fumes, airborne particles, poor ventilation, poor lighting, cramped spaces; toxic or caustic chemicals, muriatic acid, pool chemicals, insecticides, herbicides, fertilizers, flood water, human waste and trash, debris, and outside weather conditions. The employee may also be exposed to high, precarious places, and vibration. The employee may also be exposed to risk of electrical shock. The noise level in the work environment is usually loud. This position may be called out 24 hours a day or rotate being on call, including weekends and holidays.

## **Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to stand and walk, use hands to finger, handle, hold or grip, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit, run, climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling, raking or shoveling up to 25 pounds does generally occur. Specific vision abilities required by this job include close vision, color vision, depth perception, distance vision and ability to adjust focus.

## **Required Education and Experience**

High school diploma or equivalent. Six months related experience and/or training; or equivalent combination of education and experience in parks and recreation maintenance and operations, with experience in operating light equipment; basic plumbing, electrical, carpentry, welding, horticulture, forestry, and turf management experience is desirable. The person in this position must be able to read and write in English.

## **Preferred Education and Experience**

One year related experience and/or training; or equivalent combination of education and experience.

## **Licenses and Certifications**

The person in this position must have a valid Missouri driver's license; a class B Commercial Driver's License with air brakes within six (6) months of employment.

## **Knowledge, Skills and Abilities**

## **Knowledge**

- Knowledge of turf management principles and practices
- Knowledge of basic carpentry, plumbing, electrical and concrete techniques
- Knowledge of maintenance methods of parks grounds, buildings and equipment
- Knowledge of basic equipment maintenance and repair
- Knowledge of federal and state statutes concerning the work of the department
- Knowledge of principles and processes for providing customer and personal services. This includes identifying customer needs, meeting standards for service and customer satisfaction

## **Skills and Abilities**

- Ability to speak effectively before groups of customers or employees of organization, effective communication skills orally and in writing
- Ability to write routine reports and correspondence
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume
- Ability to apply concepts of basic algebra and geometry
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- Ability to deal with problems involving several concrete variables in standardized situations
- Ability to prioritize daily work flow
- Ability to meet specified or required deadlines
- Ability to maintain accurate records
- Ability to attend to duties reliably and predictably
- Ability to follow departmental and City policies and procedures
- Ability to read and interpret engineering grades
- Ability operate heavy equipment, including front-end loader, backhoe and dump truck, aerial bucket truck, skid loader, weed eaters, mowers, blowers, and tractors
- Ability to establish and maintain effective working relationships with a wide range of people

## **Supervision**

None

## **Signature and Approval**

_____ Employee	_____ Date
_____ Department Director	_____ Date
_____ Human Resources	_____ Date
_____ City Administration	_____ Date

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all essential functions, marginal functions, responsibilities, duties, and skills required of personnel so classified in this position.*