

**CITY OF HUMBOLDT
JOB DESCRIPTION AND SPECIFICATIONS**

Job Title:	Parks Maintenance Worker	Incumbent:	Multiple
Department:	Parks	Reports to:	Parks Manager
	Seasonal/Temporary	FLSA Status:	Nonexempt

JOB DUTIES

To perform a variety of unskilled and semi-skilled tasks in the maintenance and operation of park and recreation buildings, grounds, open spaces and parks.

REPORTING

Under the direct supervision of the Parks Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Mows and maintains park and open space areas such as baseball fields; mows weeds; cleans and maintains tennis courts and nets; maintains sprinkler systems and assists in the repair and installation of sprinkler lines and heads.

Drags ball fields; lines fields for games.

Assists in the maintenance of the municipal swimming pool.

Inspects, washes, and performs routine maintenance of park drinking fountains and rest rooms.

Performs minor semi-skilled interior building maintenance such as painting, plumbing, carpentry, and other unskilled and semi-skilled trades work.

Performs routine maintenance on lawn and power equipment.

Plants lawns, trees, shrubs, and flowers.

Carries out the seeding, fertilizing, top dressing, soil conditioning, watering, and the pest and weed control of the City's parks and open spaces.

Maintains and adjusts specialized turf care equipment and tools, including electric motors, pumps, sprinklers, tractors, mowers, and irrigation systems.

Performs custodial work such as required and assigned, including: change light bulbs and fluorescent tubes; sweep floors; vacuum carpets; mop; shampoo and steam clean carpets; buff non-carpeted areas; dump garbage and reline cans with liners; clean and sanitize rest rooms and replenish supplies; sweep; empty ash cans; clean spills; clean drinking fountains, mirrors, tables, walls, fixtures, blinds, light fixtures, etc.; dust furniture; wash windows, walls, metal and woodwork; clean rain gutters; sweep roofs.

Collects and disposes of solid waste from buildings and grounds; picks up litter from premises.

Assists in setting up and taking down equipment for various park and recreation programs, prepares facilities for park and recreation program use.

Installs and maintains goal posts and nets for sports facilities, including baseball, softball, tennis, and basketball.

Assists in the construction of new parks facilities, including clearing, grading, drainage, and foundation work.

Cleans baseball/softball diamond areas before and after games, and sets up equipment and puts equipment away after games.

SPECIFICATIONS

Skills and Abilities

Ability to work independently and to complete daily activities according to work schedule; ability to lift heavy objects, walk and stand for long periods of time, and to perform strenuous physical labor under adverse field conditions; ability to communicate orally and in writing.

Ability to use equipment and tools properly and safely; ability to understand, follow, and transmit written and oral instructions; ability to establish effective working relationships with employees, supervisors, and the public.

Valid Iowa Driver's License, or ability to obtain one prior to employment. Ability to obtain a Commercial Driver's License.

Ability to operate lawn and landscaping equipment, including tractors, mowers, airifier, chainsaw, edgers, weed trimmers, electric motors, pumps, sprinklers, irrigation systems; miscellaneous hand and power tools; and janitorial equipment

Experience

Knowledge of equipment, materials and supplies used in building and grounds maintenance, equipment and supplies used to do minor repairs, and first aid and applicable safety precautions as acquired through up to one year of related experience.

Physical, Mental and Visual Effort

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

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk, and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must frequently lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Working Conditions

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

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually moderately loud.

DISCLAIMER CLAUSE

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

Employee's Signature

Date

Department Head

Date