



Parks Maintenance Crew Member

Department: Parks

Supervisor: Parks Maintenance Foreman

FLSA Status: Non-Exempt

PK

\$29,120.00 - \$35,360.00 Annually

\$2,426.67 - \$2,946.67 Monthly

\$14.00 - \$17.00 Hourly

JOB SUMMARY

This position performs technical duties in the maintenance of city parks.

MAJOR DUTIES / ESSENTIAL FUNCTIONS

- Operates a variety of grounds maintenance equipment to maintain grounds, athletic fields, and courts, picnic and playgrounds, hike and bike trails, outdoor shelters and pavilions, boardwalks and bridges.
- Applies fertilizer, herbicides and pesticides as assigned; maintains application records; maintains related tools and equipment.
- Maintains park system projects to ensure healthy and save habitat systems as assigned; troubleshoots and resolves problems.
- Maintains and repairs irrigation systems and wells.
- Installs and maintains flowerbeds and gardens.
- Performs facility maintenance and repair functions as needed; performs carpentry, plumbing and electrical duties as assigned.
- Ensures compliance with department safety policies and procedures.
- Maintains assigned vehicles and equipment.
- Conducts safety inspections of park grounds, facilities and equipment.
- Must work special events when required.
- Must work a rotation of holidays and weekends.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of parks and grounds maintenance principles and practices.
- Knowledge of equipment operation and maintenance principles.
- Knowledge of building maintenance principles.
- Skill in planning.
- Skill in the operation of grounds maintenance equipment.
- Skill in the operation of hand and power tools
- Skill in problem solving.
- Skill in interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Parks Director or Parks Maintenance Foreman assigns work in terms of somewhat general instructions. The supervisor spot-checks completed work for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include city and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY / SCOPE OF WORK

- The work consists of related technical duties. The variety of tasks to be performed contributes to the complexity of the work.
- The purpose of this position is to participate in the maintenance of city parks. Successful performance in this position contributes to the efficient and effective maintenance of city facilities.

CONTACTS

- Contacts are typically with coworkers, other city personnel, vendors, contractors, and the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS / WORK ENVIRONMENT

- The employee frequently lifts light and occasionally heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.

- The work is typically performed outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, and machinery with moving parts. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- High School Diploma or equivalent preferred.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver’s license issued by the State of Texas for the type of vehicle or equipment operated.

ACKNOWLEDGMENT

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

As evidence by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Kenedy. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what to expect of me, I will notify management immediately to interpret these duties and expectations.

Employee Signature

Date

Employee Printed Name