

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: PARK MAINTENANCE WORKER I

General Function:

Under the general direction of a higher Park Maintenance Worker classification, performs grounds keeping, landscaping and facility maintenance duties to help maintain a well groomed, safe and sanitary parks and public facility system. Assists with and may perform various skilled and semi-skilled tasks using manual labor and the operation of small tools and power equipment.

Duties and Responsibilities:

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks that an employee may be expected to perform.)

1. Contributes to a positive work environment.
2. Maintains a positive relationship with contacts specific to them and positions outside the City organization.
3. In existing park and City owned landscaped areas, mow, edge, rake, remove weeds, waters, fertilize and otherwise maintain turf and shrub areas, prune trees and shrubs, ornamental effects and hazard prevention and maintain irrigation systems.
4. Assists in constructing new parks by installing irrigation systems, plants and trees and preparing new turf areas.
5. Basic carpentry repair, maintenance and installation of playground equipment, picnic tables, benches and buildings.
6. Maintenance of general park appearance through park clean-up (i.e. litter pickup, cleaning of restrooms and buildings).
7. Assists with routine maintenance of all power equipment.
8. May assist the Public Works Department with maintenance duties.
9. May assist with volunteer and community service projects.

Specifications:

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(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)

1) Job Preparation:

a) Education:

- i) Graduation from high school or equivalent GED Certificate. Two (2) years working experience in the landscape grounds keeping industry. Experience in maintenance, new landscape construction and tree work, preferred. Any combination of education and/or work experience that demonstrates proficiency in one of these related fields, as determined by the hiring authority, may be acceptable.

b) Training:

- i) Specialized skills required to perform this job include, demonstrable skills and knowledge of all types of turf mowing and mowing equipment (i.e. large areas and mowers, small areas and mowers, mowing heights and mowing patterns). Working knowledge of grounds related small equipment (rototillers, blowers, edger's, string trimmers, chainsaws, etc.).
- ii) Basic skills in irrigation installation, plant care, carpentry, plumbing and athletic field maintenance are required.
- iii) Must have a valid driver's license at time of appointment.
- iv) Must obtain governmental pesticide applicator license within 6 months of appointment.

2) Supervision:

Received: Receives moderate level of supervision through detailed work assignments from the Parks Supervisor. May receive input and day-to-day assignments from Park Maintenance III or II through on-site inspections and other review of work. Supervisor determines if work is performed according to established procedures and guidelines.

Exercised: May be assigned seasonal park workers, community service and volunteer workers for on site training and limited assignment of work.

3) Communications:

Contacts made with other City departments are primarily with the Public Works Department on a frequent verbal basis to coordinate personnel and equipment needs. Less frequent and sporadic contacts are made with the Library and Fire departments regarding maintenance of grounds. Contacts with the Police Department are occasional regarding safety and enforcement problems or procedures.

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4) Cognitive Functions:

Guidance in performing work is given by the park maintenance management manual, Federal and State pesticide regulations, hazardous materials sheets, OSHA standards and maintenance and construction specifications and procedures.

When in the course of work, a code change or addition is found necessary, may submit a code change application. Developing new policies, procedures, systems and methodologies is not a responsibility of this job except within specialty areas, as needed.

Errors made in the normal course of work could result in property damage or personal injury to staff or patrons, or liabilities resulting from careless equipment operation, careless athletic field, playground, facility and other equipment maintenance.

Precedent is available for most problems encountered. New construction problems require more innovation.

5) Working Conditions:

Employees in this classification work around chemicals (limited), perform garbage and restroom duties, all types of weather conditions and may be required to lift heavy weight.

Work schedule is normal work hours except during the peak season when a predictable weekend schedule can be expected, or when an emergency situation dictates a schedule change.

6) Resource Accountability:

Workers are held accountable for the proper maintenance and operation of assigned equipment; the safety and well being of facility patrons and the courteous treatment of citizen's requests.

May commit City resources for minor local purchases without higher authority and may make minor scheduling amendments to accommodate citizen requests.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs and requirements of the job change.

Employee Signature

Date