

**Jefferson County, West Virginia
Draft Job Description**

Position Title:	Park Maintenance Worker	Grade Level:	2(\$29,286.46-32,706.28)
Department	Parks, Recreation Department	Date:	August 3, 2017
Reports to:	Parks & Recreation Park Manager	FLSA Status	Non-Exempt

Statement of Duties: This position performs a variety of semi-skilled tasks in parks, public spaces, facilities, trails and right-of-way maintenance. These activities can include: turf, shrub, and plant cares; facility repairs and maintenance; installation and repair of underground irrigation systems; maintenance and renovation activities on athletic fields, and courts.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Receives Instructions and general direction from Supervisor prior to initiating tasks.
- Maintains and repairs landscaped areas, facilities and buildings
- Cleans and removes trash from all areas including but not limited to shelters and restroom facilities.
- Performs maintenance and repairs in playgrounds.
- Maintains and repairs hardscapes, including pavers, concrete, trails, etc.
- Prepares playing fields, courts and supporting amenities for recreational use.
- Performs snow removal
- Operates and maintains equipment such as backhoes, dump trucks, mowers, aerators, sweepers, etc.
- Maintains and repairs irrigation and pumping systems under supervision
- Performs various horticultural duties.
- Using best management practices, applies fertilizer, herbicides and insecticides under supervision.
- Maintains, repairs, and tests water features.
- Coordinates activities with volunteer groups
- Responsible for following and modeling proper safety rules regulations.
- Responsible for following modeling adopted sustainability practices.

Supervisory Responsibility: This job has no supervisory responsibilities.

Accountability: This position is directly responsible to the Park Manager. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram forms.

Nature and Purpose of Public Contact: Position interacts with co-workers, the public and external contacts such as vendors, or representatives from other local organizations to explain or interpret procedures or guidelines, plan or coordinate work, or resolve problems as they occur. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with uncooperative persons who are participants in department-sponsored activities or events.

Occupational Risk: Duties of the job generally present little potential for injury. Minor injury could occur through employee failure to follow safety precautions or procedures. Examples of personal injury may

Parks and Recreation Department
Parks Maintenance Worker

8/3/17

Jefferson County, West Virginia
Draft Job Description

include bruises from falls, cuts or bruises or muscular strains.

Education and Experience: High school diploma or general education degree (GED); two years related experience in the field or equivalent. Degree is Park, Recreation, Turf Management or related field preferred.

Language Skills: Ability to read and interpret documents such as safety rules, operation and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Special Requirements: First Aid and CPR Certification; Valid driver's license.

Recommended Minimum Qualifications:

Knowledge, Abilities and Skill

- Basic Knowledge of turf management or horticulture.
- Ability to operate a variety of power tools, such as drills, chainsaws and grinders.
- Ability to operate and maintain a wide variety of equipment such as mowers, sweepers, seeders, and rototillers, snow removal equipment.
- Basic math skills.
- Must be able to communicate both verbally and in writing.
- Ability to work a variety of weekday, weekend, and holiday hours as needed.
- Ability to use basic computer software.
- Basic trade skills desired, such as carpentry, plumbing, welding, concrete, and electrical.

Physical and Mental 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 job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and stoop, kneel, crouch, or crawl. The employee frequently is required to reach with hands and arms; and talk or hear. The employee is occasionally required to sit; and climb or balance. The employee must frequently lift and/or move up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The Employee must have the ability to lift and/or move up to 25 pounds regularly; up to 50 pounds maximum. Proper Safety measures for lifting/moving any item are expected to be followed; including but not limited to, the use of proper personal Protection Equipment PPE, use of lifting/moving equipment, and or assistance from co-workers.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and airborne particles; toxic or caustic chemicals; and vibration. The employee is occasionally exposed to confine spaces. The noise level in the work environment is usually loud.

Parks and Recreation Department
Parks Maintenance Worker

8/3/17