



Job Title: PARKS MAINTENANCE WORKER

Position Grade: 4

Classification Series: Maintenance Worker

Department: Parks and Recreation

Payroll Status: Full-Time, Non-Exempt

Union Status: General Service Unit

Purpose: Provide a variety of general laborer duties for parks, including grounds and building maintenance, installation and repair, and routine equipment maintenance.

Supervision Received: This position works under the direct supervision of the Parks Supervisor and/or Parks Lead.

Supervision Exercised: The position does not supervise other employees; however, this position may provide occasional guidance and/or direction to volunteers, students, interns, or temporary staff.

Duties and Responsibilities: This list is an *example* of the tasks the employee may be expected to perform, but is not intended to be all inclusive.

General Duties

- Provide manual labor for maintaining and repairing the City's parks, grounds, and building facilities.
- Operate light to heavy equipment in the performance of parks maintenance, repair and installation, including but not limited to, mowing, weeding, spraying, sweeping, cleaning, leaf blowing, minor mechanical repair, hauling, and other parks, grounds, and building related maintenance.
- Maintain and repair parks playground equipment, including performing safety inspections, repair, and painting. Complete playground installations and construction.
- Serve as department's wetland planting and maintenance resource.
- Create resource management plan for parks for assistance with budgeting and updating Parks master plan.
- Perform equipment and infrastructure maintenance and repair in the field and in the shop. Obtain parts and equipment and distribute to shop/construction site, as necessary (i.e. parts runner).
- Order parts, materials, and equipment, and check invoices against materials received (i.e., inventory control).
- Input data and maintain databases and software to track equipment, maintenance, and other work.
- Establish, mark and call in locates, and document location(s) for future use.
- Contribute to an overall productive and respectful work environment by providing excellent customer service and working in a positive, collegial manner at all times.
- Maintain cooperative working relationships with Department staff, other departments and the general public.
- Follow all safety rules and procedures for work areas.
- Perform other responsibilities and other duties as assigned.

Job Qualification Requirements (Knowledge, Skills & Abilities):

KNOWLEDGE: Knowledge of safe construction practices and procedures and of modern principles, practices and techniques of construction, which include landscape, paths, park lands, fields, playgrounds, irrigation systems and other park related facilities and infrastructure.

SKILLS: Skills in the use of various construction-related tools and equipment, along with verbal and written communication skills and basic math skills. Skills in basic computer use in order to track and log repairs, equipment, etc. is necessary.

ABILITIES: Ability to read, understand and follow written and verbal instructions and communicate in writing and verbally, in English, sufficient to understand and relay instructions and safety information. Physical ability to perform the essential job functions.

Minimum Required:

A typical way to obtain the knowledge, skills and abilities listed above would be: **A High School Diploma** or equivalent, basic math, reading and writing at a 12th grade level, **AND one year of general construction experience.** Possession of a valid Oregon Commercial Driver's License (CDL "B") at the time of hire is required. *Any satisfactory equivalent combination of education and experience which ensures the ability to perform the work may substitute for the requirement.*

Preferred:

Playground Safety Inspector and Landscape Management certification and parks maintenance and/or public construction experience is preferred.

Physical Demand: *The physical demands described here are an overview. For detailed information regarding physical demands, please see the attached worksheet. The physical demands listed below, together with the detail listed on the attached worksheet, represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.*

This position involves considerable physical demand. While performing the duties of this position, the employee is frequently required to stand, walk, reach, bend, kneel, stoop, twist, crouch, crawl, climb, balance, see, talk, hear, smell and manipulate objects. The position requires a high degree of mobility including the ability to traverse uneven surfaces (i.e., rough roads/paths, stream beds, areas of excavation, parks grounds, etc.). The employee must frequently lift and/or move materials, those weighing up to 5 lbs. daily, up to 25 lbs. often (30% of the work time), up to 60 lbs. occasionally (10% of the work time) and over 60 lbs. rarely (5% or less of the work time). This position requires both verbal and written communication abilities.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing 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 position, the employee is typically out in the field at a parks site (80%-90% of the work period) or at the shops. The employee is regularly exposed to outside weather conditions. The employee is frequently exposed to hazardous conditions including gases and vapors, dust, and other construction/repair-related hazards. The position also has exposure to occasional human body fluids and waste, animal waste, pollen, may work in running water in some areas and other general park related settings. The noise level in the work environment is usually moderate but the employee may occasionally be exposed to very loud or continuous noises. Where appropriate, personal protective equipment will be issued and the employee will be trained in its proper application and use.

REQUIRED SIGNATURES:

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, physical demands of the position and the minimum education and experience required of the position.



Department Head



Date



City Administrator



Date



Human Resources Manager



Date

Date Revised: January 2009

Job Analysis: Physical Demands Worksheet

OVERVIEW

Job Title: Parks Maintenance Worker
 Employer: **City of Central Point**
 Dept./Location: Parks and Recreation
 Supervisor's Title: Parks Maintenance Supervisor

Check any of the following factors that are important to successful performance in this position:

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Reactive problem solving | <input checked="" type="checkbox"/> Positive regard for others | <input checked="" type="checkbox"/> Dexterity |
| <input checked="" type="checkbox"/> Analytical ability | <input checked="" type="checkbox"/> Conflict resolution | <input checked="" type="checkbox"/> Flexibility/Adaptability |
| <input checked="" type="checkbox"/> Written communication | <input checked="" type="checkbox"/> Individual accountability | <input checked="" type="checkbox"/> Attention to detail |
| <input checked="" type="checkbox"/> Oral communication | <input checked="" type="checkbox"/> Public relations | <input checked="" type="checkbox"/> Time management |
| <input checked="" type="checkbox"/> Active listening | <input checked="" type="checkbox"/> Proactive problem solving | <input checked="" type="checkbox"/> Objectivity |
| <input checked="" type="checkbox"/> Independent judgment | <input type="checkbox"/> Bilingual | <input checked="" type="checkbox"/> Leadership skills |

Frequency Definitions:

- (N) Never: Not required and not done on the job.
 (R) Rare: May be required on a very infrequent basis; less than 1% work shift; may occur 1 – 5 times/minutes per shift.
 (O) Occasional: Occurs between 1% – 33% of an 8-hour work shift; total of up to 2.5 hours per 8-hour shift.
 (F) Frequent: Occurs between 34% - 66% of an 8-hour work shift; total of between 2.6 hours to 5.0 hours per 8-hour shift.
 (C) Continuous: Occurs between 67% to 100% of an 8-hour shift; total of between 5.1 hours to 8.0 hours per 8-hour shift.

WORKING CONDITIONS

Are there particular working conditions associated with this position which should be noted? Check or list below, indicating frequency for each condition (N, R, O, F, C – refer to Frequency Definitions above):

N	R	O	F	C	Condition	Comments/Detail (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Indoors	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Outdoors	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Extended work hours	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Travel to multiple worksites	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Slippery surfaces	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Low background noise	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Moderate background noise	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	High background noise	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fumes/odors	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dust	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Varied/extreme temperatures	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cramped workspace	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exposure to hazardous materials	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Personal protective equip. required	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Glove use	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vibration – whole body	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vibration–extremity (arm, leg, hand)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	

MATERIALS AND EQUIPMENT USED

Are there particular materials and/or equipment used with this position which should be noted? Check or list below, indicating frequency for each condition (N, R, O, F, C – refer to Frequency Definitions above):

N	R	O	F	C	Condition	Comments/Detail
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Computer	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mouse/Trackball	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ten Key/Calculator	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copier	

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fax Machine
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E-mail
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Telephone
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hand Tools
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Power Tools
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Automobile (company <input checked="" type="checkbox"/> personal <input type="checkbox"/>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Department specific equipment (specify): dump truck, tractor, mower
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify) playground tools
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)

PHYSICAL DEMANDS

Are there particular physical demands associated with this position? Check or list below, indicating frequency for each condition (N, R, O, F, C – refer to Frequency Definitions above):

N	R	O	F	C	Physical Demand	Description (if O, F, or C checked)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Standing	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Walking	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sitting	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Driving	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lifting/Lowering (Max: 150 lb Avg. 50 lbs.) with assistive equipment? Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>	Trash cans, equipment, sacks of fertilizer, etc. Assistive equipment may be available.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Carrying (Max: 90 lb Avg. 30 lbs.)	Concrete, fertilizer, tools, trash, implements
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pushing (Max: 90 lb Avg. 40 lbs.)	Mower, edger, seeder, tiller, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pulling (Max: 90 lb Avg. 40 lbs.)	Roller, hoses
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Climbing (Max height: 12 ft)	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stairs	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Balancing	Traversing uneven surfaces
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stooping	Checking irrigation
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Twisting	Loading and unloading
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kneeling	Weeding and planting
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Crouching	Weeding and planting
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Crawling	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reaching overhead	Loading and unloading, dumping into trucks
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reaching shoulder level	Loading and unloading, dumping into trucks
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Handling	Driving, hand tools, paperwork
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pinching	Using hand tools, snipping plants
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Grasping	Hand tools, power tools, paperwork, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Wrist motion	Hand tools, driving, computer, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Speaking	Communicating with public and coworkers
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hearing	Communicating, listening for children, problems with equipment, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Seeing	Watching for hazards, cleaning equipment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Writing	Making notes and reports, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Depth Perception	Driving, seeing hazards, avoiding edges
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Color Vision	Checking plant growth, constructing playarea
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other (specify) reading	Instructions, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other (specify) smelling	Burning, equipment problems, trash
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	

Completed by: Mark Brindle w/input from DH & HR Title: Parks Maintenance Worker Date: February 2009