

**City of Seward
Job Description**



Job Title: Park Maintenance Aide

Range:	1.0A	Salary:	\$11.49/Hour
Department:	Parks & Recreation	Approved by:	
Reports to:	Parks & Campgrounds Operations Supervisor, Park Technician, Park Maintenance Workers, Gardeners, And/or Parks & Recreation Director	Date:	March 23, 2016
Supervises:	N/A		
Position:	Seasonal, part-time &/or full-time as budget allows		

Summary:

This position is responsible for assistance with general maintenance of parks, sports fields, facilities, campgrounds and cemetery. Participates in a variety of unskilled and semi-skilled work in the cleaning, repair and maintenance of park facilities. May be required to work early mornings, evenings, weekends and holidays as necessary. May work alone.

Essential Duties and Responsibilities:

Performs routine cleaning tasks at any city park, such as litter and trash pickup, sweeping of facilities and (possible) cleaning restrooms.

Performs routine cleaning tasks at City campgrounds such as litter and trash pickup; washing bulletin boards and pay stations, cleaning and/or removing fire pits, repainting amenities, etc.

Performs routine turf maintenance tasks such as trimming, fertilizing, liming, and watering.

Performs routine maintenance on equipment, tools and simple park features.

Assists with construction, installation, painting, cleaning and/or repair and upkeep of amenities such as picnic tables, benches, buildings, bulletin boards and fences.

Provides maintenance of city ball fields, playgrounds, campgrounds, trails and other park areas. May haul, move and stack orders of chalk, D-1, lumber, rock or other park, trail or campgrounds inventories, etc.

Assists gardeners in grounds maintenance and curative enhancement of the city cemetery via hand-weeding, raking, hoe-ing, shoveling, hool-ho, etc.

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Performs various maintenance and repair projects as assigned.

Performs other related duties as assigned.

Supervisory Responsibilities:

None.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Experience with cleaning or with maintenance equipment such as mowers, weed eaters, carpenters' tools, and hand tools. Previous experience in landscape, park maintenance and/or recreation field maintenance is helpful. Experience and success in working within a team atmosphere; skill in working with others.

Language Skills:

Ability to read and follow written instructions, and policy memos. Ability to file short correspondences to supervisors, as needed, using department forms. Ability to effectively present information and respond to questions from co-workers, supervisors and campground patrons. Ability to communicate effectively and deal with the public for information referral and in conflict situations.

Mathematical Skills:

Ability to add and subtract eight digit numbers and to multiply and divide, calculate figures and amounts such as discounts and percentages. Ability to perform these operations using units of American money and weight measurement and distance.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed instructions. Ability to define problems, collect data, establish facts and present recommendations to supervisors. Ability to deal with several abstract and concrete variables.

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Other Skills and Abilities:

Knowledge of some objectives of public outdoor recreation, human behavior and the mental and physical hygiene, as applied to parks and campground recreational maintenance. Ability to obtain Cardio Pulmonary Resuscitation (CPR) certification and First Aide certification if offered or required by Seward Parks & Recreation.

Ability to pass requisite federal, state and local on-line computer training and retain knowledge from the City's two-week Safety Checklist which includes, but is not limited to: Incident Command System (ICS); Emergency Action Plan (EAP); Hazard Communication / Globally Harmonized System Training (GHS); and the Occupation and Safety Hazard Agency's (OSHA) Safety Data Sheets (SDS), Personal Protective Equipment (PPE), and Blood Borne Pathogen Awareness (BBP).

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform 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 sit, talk, hear, walk, stand, reach with hands, feel objects, stoop, stretch and grab, climb, bend and lift or crouch. The employee is frequently required to handle objects, tools or supplies, crawl, or kneel. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

Public Relations:

Public relations shall be an integral part of each employee's job. Employees shall be courteous, helpful and conduct themselves in a manner which is appropriate for an employee in public service.

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 job, the employee regularly works in outside weather conditions, including cold, wind, rain, sun, and heat.

The noise level in the work environment is usually moderate. Ear protection may be required frequently while performing tasks producing higher noise levels.

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