

City of Seward

Job Description



Job Title: Park Maintenance Worker I, II, III, IV (Formerly PM Aide, Worker I, II, & III)

Range:	R1.0A - R11.0C	Salary:	\$11.49-\$19.82/hr
Department:	Parks & Recreation	Approved By:	T. Florence
Reports to:	Parks Operations Supervisor or designee	Date:	02/12/20
Supervises:	N/A		
Position:	Seasonal		

Summary:

Cleans, repairs, and maintains municipal parks and facilities, including campgrounds, sports fields, trails, and cemeteries. Ensures finished work upholds the high standards of quality, reliability, and usability expected by the public. Participates in a variety of unskilled and semi-skilled work in the maintenance of park grounds and facilities. Required to work early mornings, evenings, weekends and holidays as necessary. May be required to work split and/or solo shifts.

Essential Duties and Responsibilities:

Performs routine cleaning tasks at parks, such as litter and trash pickup, sweeping of facilities and cleaning restrooms.

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

Performs routine maintenance and minor repairs on equipment, tools and vehicles.

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

Provides maintenance of ball fields, playgrounds, campgrounds and other park areas.

Provides grounds maintenance and curative enhancement of the cemetery.

Performs various maintenance and repair projects as assigned.

Operates light trucks, tractors, power tools and other light equipment.

Performs other related duties as assigned.

Progression to Park Maintenance Worker II, III, and IV entails performing the above duties and responsibilities at increasing scope and complexity.

Supervisory Responsibilities:

Approved:

Page | 1

Rev. 02/12/20

Employee

Department Head

Personnel Officer

City Manager

Park Maintenance Worker I, II, III, IV

Job Description

May serve as a "lead" worker and/or assign tasks to other staff at supervisor's discretion during some shifts. Not responsible for formal staff evaluations; reports staff progress to supervisor.

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:

High school diploma or general education degree (GED) required. Some experience in operation of maintenance equipment, including, but not limited to, riding mowers, lawn mowers, weed eaters, carpenters' tools, power shop 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, analyze and interpret procedures manuals, technical repair manuals, written instructions, and policy memos. Ability to file incident reports, collection sheets, evaluations and 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.

Approved:

Page | 2

Rev. 02/03/17

Employee

Department Head

Personnel Officer

City Manager

Park Maintenance Worker I, II, III, IV

Job Description

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. Able to pass several on-line training classes in safety, customer service, driving, etc.

Possession of or ability to obtain a valid State of Alaska driver's license.

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. The employee occasionally works in high, precarious places.

Approved:

Page | 3

Rev. 02/03/17

Employee

Department Head

Personnel Officer

City Manager