

# City of Seward Job Description



## Job Title: Winter Parks Maintenance Worker

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<b>Range:</b>	R8.5A	<b>Salary:</b>	\$16.65/Hour
<b>Department:</b>	Parks & Recreation	<b>Date:</b>	09/11/16
<b>Reports to:</b>	Parks & Campgrounds Operations Supervisor, Parks Technicians, and/or Parks & Recreation Director	<b>Approved by:</b>	T.Florence, Director
<b>Supervises:</b>	May serve as Lead Employee on several projects		
<b>Position:</b>	Seasonal, autumn through spring		

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### Summary:

This position is part-time to full-time, seasonal position and is responsible for the general snow and ice removal and winter maintenance of city parks, sports fields, facilities, campgrounds and cemetery. Participates in a variety of unskilled and semi-skilled work removing snow and ice and maintenance of park facilities. Plows and moves snow safely and according to established, legal snow dumping areas, sands and removes ices, assesses ice conditions and prepares additional maintenance when needed. Secondary duties include routine cleaning of public park facilities and litter pick-up in public park areas. Required to manage, coordinate or report 'weekend' maintenance issues to the appropriate persons. Will be required to work early mornings, evenings, weekends and holidays as weather necessitates. A CDL (Commercial Drivers' License) will not be required.

### Essential Duties and Responsibilities:

Prepares various snow removal vehicles and equipment for uses: truck & plow; Tool Cat; tractor, snow blower, sanding truck, etc. Ensures tools are prepared for tasks.

Areas to be plowed, cleared, swept, sanded, etc. include, but are not limited to: Kawabe Park; PM&C warehouse/shop; City Hall; Seward Library/Museum; Alice Pickett Animal Control facility; the Teen & Youth Center and Community Center parking lots and sidewalks; winter camping area in Resurrection Campground on Ballaine, the National Historic Iditarod trail bike path; the cemetery roads; (City Hall Annex) the old Library; Benny Benson Lagoon park; Second Lake as an ice rink; Branson Pavilion access; playground parking; ...and rarely the AVTEC Student Services Center sidewalk.

Assesses when snow and ice should be removed and maintained.

Shovels, sweeps, chips ice by hand and hand-tools on walkways, paths, decks, stairs, roof overhangs, etc.

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

May be required to post warnings signs, replace or remove warning signs.

Performs maintenance tasks at any city park, ball field or other facility as assigned.

Provides care and upkeep of issued equipment and vehicle(s) used for performance of duties. Prepares vehicles for next work-day at conclusion of shift.

May inspect and install holiday lighting or decorations; then remove, repair and store.

Provides maintenance at city playgrounds, with emphasis on safety and hazardous conditions.

Repairs and replaces off-season park amenities such as picnic table and park bench sanding and painting; signs refurbishing; interior facility painting;

May be required to remove or knock snow and ice chunks from overhead roof or ledges to ensure they will not fall on the public.

May perform shoulder-season cemetery work including turf up-keep and maintenance; headstone installation; leveling grave sites; tree and brush removal; access road improvements; and sign upgrades or installations.

May perform major park or ballfields repair projects such as installing ADA paths or replacing turf or baselines.

Inventories and monitors proper use, maintenance, checkouts and storage of tools and equipment.

Performs other related duties as assigned.

**Safety:**

City employees are required to use caution and care to work within abilities to ensure the workplace and worksite areas and vehicles remain safe for the employees and the public. Work that cannot be accomplished safely must be postponed until additional resources can be added to ensure safety. Safety is always the first priority.

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**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.

**Other Qualifications:**

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).

**Education and/or Experience:**

High school diploma or general education degree (GED) required. One-year experience in operation of maintenance equipment, including, but not limited to tractors, snow blowers, power shop tools, and hand tools. One-year experience in landscape, park maintenance and/or recreation field maintenance.

**Language Skills:**

Ability to read, analyze and interpret procedures manuals, technical repair manuals, written instructions and policy memos. Ability to effectively present information and respond to questions from co-workers and supervisors. Ability to communicate effectively and deal (infrequently) with the public for information referral and (rarely) 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. Ability to deal with problems involving a few concrete variables in standardized situations.

**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 recreation maintenance. Ability to obtain Cardio Pulmonary Resuscitation (CPR) certification and First Aide certification if offered or required by Seward Parks & Recreation.

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, night 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.

Work environment may include working in vehicles with poor visibility due to inside fog or condensation, heavy snow, heavy rain, dramatically bright sun and heavy winds.

The noise level in the work environment is moderate to high. Ear protection may be required frequently while performing tasks producing higher noise levels. The employee rarely works in high, precarious places.

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