

## **PARKS AND RECREATION MAINTENANCE WORKER II**

### **PURPOSE OF JOB**

Employees in this class are under general supervision. Employee will perform skilled/manual work functions related to maintenance and operation of the Parks & Recreation Department. Special job requirements include implementing preventative maintenance programs and the ability to repair such equipment. Performs tasks requiring skills and experience in these areas: carpentry, plumbing, electrical, HVAC, and small engine repairs. Other duties that may be assigned on an as needed basis include: mowing/trimming landscaped areas; performing landscaping tasks; planting and caring for lawns, trees, and shrubs; installing and repairing park structures and equipment; performing minor construction of park facilities; cleaning work space and equipment; and performing a variety of tasks in the operation and maintenance of the department; performs other work as required.

### **EQUIPMENT/JOB LOCATION**

- The employee will use a variety of hand tools and small machinery such as a weed eater, chain saw, mowers, tractors, ball field lining equipment, etc. The employee drives a vehicle to sites as needed.
- Work is generally performed outdoors and some tasks will be performed regardless of weather
- The employee may occasionally be required to work in high places
- The employee will be exposed to loud noise, dirt, dust, tobacco smoke, and foul odors

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this job. These are not construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Performs skilled repairs and preventative maintenance as well as installation and modification on all types of building systems including HVAC systems and related controls, plumbing, electrical, and building structural systems
- Performs work related to masonry, carpentry, and painting
- Performs tasks related to park landscaping and maintenance (e.g., mowing, edging, installing/maintaining irrigation systems; picking up trash/litter; maintaining athletic field areas; fertilizing, pruning, planting, and transplanting trees/shrubs, laying seed/sprig/sod; maintaining trails, sidewalks, and parking surfaces; etc.)
- Performs service and repairs as needed to construct and maintain park facilities (e.g., construction projects; minor repairs; interior/exterior building maintenance; troubleshooting minor electrical repairs; masonry; carpentry; plumbing; painting; cleaning restrooms/shop/ work areas; etc.)
- Provides manual labor functions as directed (e.g., digging holes/trenches; removing trees; etc)
- Receives and/or prepares various forms, work orders, reports, and other documents
- Performs janitorial, plumbing and electrical maintenance of recreational facilities
- Performs carpentry work required for park maintenance
- Maintains grounds by operating mowing equipment, weed eaters, tractors, bush hogs, small tools, and irrigation equipment
- Prepares set-up for variety of events
- Performs a variety of maintenance tasks related to the care of trees, shrubs, and athletic fields
- Repairs and performs preventative maintenance and routine repair on pumps, pool filtration equipment, tractors, mowers, and other equipment

- Operates mowing equipment, weed eaters, tractors, bush hogs, small tools, and irrigation equipment

### **ADDITIONAL EXAMPLES OF WORK PERFORMED**

- Installs signs and markers and prepares fields for marking for a variety of sports
- Polices park areas; sprays areas to help control bugs and insects
- Supervises part-time and seasonal help as required
- Performs related maintenance and cleaning tasks as assigned

### **REQUIRED KNOWLEDGE AND ABILITIES**

- Knowledge of effective methods of grounds keeping and sodding
- Knowledge of occupational hazards and safety precautions
- Knowledge of grounds maintenance operations such as the seeding, sodding, rolling, mowing, raking, and sprinkling of ball fields, and of the spraying and pruning of trees and shrubs
- Ability to perform carpentry, plumbing, and electrical work and to use necessary tools and equipment in performance of such jobs
- Ability to perform janitorial skills for the maintenance of recreational facilities and grounds
- Ability to use independent judgment and work with very little direct supervision when necessary
- Ability to work efficiently at heights of up to 40 feet
- Ability to operate a variety of heavy and light motorized equipment
- Ability to communicate clearly and effectively orally and written
- Ability to understand and follow oral and written instructions
- Ability to establish and maintain an effective working relationship with the public and other employees

### **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

Any combination of training and experience equivalent to:

- High school diploma or equivalent
- Three years of experience in installation and maintenance of building systems, including HVAC, electrical, plumbing, structural, and interior finish;
- Possession of a valid operator's license
- Lift and move 75 pounds safely and properly
- Physically able to work outside year round
- Physically and mentally able to climb heights and function in confined spaces
- Must be examined by a city designated physician to make a determination if applicant will be able to perform all essential duties required of this position

### **(ADA) MINIMUM QUALIFICATIONS OR STANDARD REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of automated office machines which include a computer, printer, facsimile machine, copy machine, calculator, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty-five (25) pounds of force occasionally, and/or up to ten (10) pounds frequently. Physical demand requirements are at levels of those for sedentary work.

**DATA CONCEPTION:** Requires the ability to compare and/or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange administrative information. Includes giving assignments and/or directions to co-workers.

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to this job. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

**INTELLIGENCE:** Requires the ability to learn and understand basic to complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to this job.

**VERBAL APTITUDE:** Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:** Requires the ability to use mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and use statistical inference.

**FORM/ SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually with office equipment.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION:** May require the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under moderate stress when confronted with an emergency related to this job.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking – expressing or exchanging ideas by means of spoken words). (Hearing – perceiving nature of sounds by ear).

Note: This job description does not constitute an employment agreement between the City of McMinnville and the employee and is subject to change by the employer as the needs of the City and requirements of the job change. The City of McMinnville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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