

CITY OF AIRWAY HEIGHTS JOB DESCRIPTION

TITLE: Part Time Parks Maintenance Worker
DEPARTMENT: Parks, Recreation & Community Services
REPORTS TO: Parks Maintenance Coordinator
WAGE: \$17.69 - \$21.12/Hour

This is a part time temporary position, and may be required to work early mornings, evenings, weekends, and holidays. Schedule of work hours may vary based on assigned duties.

NATURE OF WORK:

This position has responsibility for mowing, cleaning parks, maintaining sports fields, monitoring irrigation and sprinkler systems, cleaning and stocking rest rooms, and installing and maintaining landscaping. This position interacts with citizens, community organizations, and other city staff. This position requires strong communication skills, the ability to provide and maintain a safe work environment.

ESSENTIAL DUTIES:

- Performs the full scope of grounds keeping duties
- Monitors stock of supplies and materials and notifies supervisor of order needs
- Responsible for removal of debris and garbage throughout city parking areas, right of ways, City buildings, and refuse containers
- Other duties as assigned

SKILLS AND ABILITIES:

- Knowledge of methods, materials, tools, and equipment used in grounds keeping and gardening
- Safe work practices
- Establish and maintain effective working relationships with others
- Understand both oral and written directions and pay attention to detail
- Operation of machinery required to complete work
- Operate power and non-powered equipment necessary to complete landscaping duties including truck and trailer combinations, mowers, small tractors, utility vehicles, weed eaters, chain saws.

MINIMUM QUALIFICATIONS:

- A basic knowledge of mechanics and maintenance of parks and grounds equipment
- Must possess a valid driver's license with one-year minimum driving experience
- Must be at least 18 years of age to operate City owned vehicles.
- CPR/AED & First Aid Certification
- Successfully complete a criminal history check

PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the

employee is frequently required to walk, sit and talk, or hear. The employee is occasionally required to use hands to handle, or operate tools, sporting equipment, or controls, and to reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must frequently lift or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT:

Incumbents in this position are required to work primarily in the field. Incumbents are exposed to inclement weather conditions and hazardous construction situations. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Duties require strenuous physical activity and include standing, stooping, crawling, and twisting. Incumbents must be able to lift up to 50 pounds and able to perform duties that include getting in and out of excavations. While performing the duties of this job the employee primarily works outside in weather conditions. The employee is occasionally exposed to wet, dusty, high temperatures and/or humid conditions, toxic or caustic chemicals, and various weed, grass, and tree allergens.

SELECTION PROCESS:

- City of Airway Heights employment application with resume attached
- Rating of education and experience
- Oral interview and reference check
- Criminal History check

ORIGINATION DATE: August 28, 2012
EEO CATEGORY: Service Worker
STATUS: Non-Exempt

The statements contained herein reflect general details a necessary to describe the principle functions of this classification, the level of knowledge and skills typically required and the scope of responsibilities, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance workload. This job description does not constitute an employment agreement between the City and the employee and is subject to change as the needs of the City and requirements of the job change.

Date: _____

Manager: _____

Employee: _____