

	Job Description
	Parks Maintenance Worker

Website: www.cityofelcampo.org
Job Code: 01-41-01
Job Department: Parks
Job Division: Public Works
Reports to: Parks Assistant Foreman
Job Location: El Campo
State: Texas
FLSA Status: Non-exempt
Employment Type: Full-time
Safety Sensitive: Yes
DOT: No
Prepared By: Rene Garcia
Prepared Date: 12-09-2016

Employer Information

A full range of municipal services is provided by the City including public safety (police, fire protection and emergency medical services); water and wastewater services; public improvements; repair and maintenance of infrastructure; recreational and community activities; planning and zoning; and general administrative services. The City has a home-rule Council-Manager form of government. The elected body is made up of a mayor and six City Council members. The Mayor and City Council members are all elected for staggered two-year terms. The City Manager is appointed by the City Council and is responsible for implementation of City Council policy and all day-to-day operations of the City.

Purpose:

This position is responsible for performance of routine building and grounds maintenance at City parks and recreational facilities, such as mowing, cleaning and routine repairs.

Education/Certification/Licenses:

- High School Diploma (GED or High School Equivalence Certificate)
- Valid Class “C” Texas Driver’s License with acceptable driving record

Experience:

- No minimum experience necessary

Essential Functions:

Essential functions require presence in the workplace on a regular basis. In order to accomplish this, regular attendance MUST be maintained. This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent. Incumbent is expected to perform other related duties, as assigned.

- Perform the full range of grounds maintenance tasks: mow, rake, edge, sweep, plant, prune, weed, irrigate, clean out beds; fertilize and trim lawns, trees, flowers and shrubs.
- Operate riding mowers and tractor-powered gang mowers to mow lawns.
- Operate trimmers, edgers, blowers, pressure washers, push mowers.
- Conduct safety checks of playground equipment.
- Measure and line out athletic fields for use by the public.
- Performs custodial duties at City parks and facilities: cleans restrooms, restocks soap and paper products, picks up trash, washes windows and empties trash cans.

- Perform building maintenance work involving minor repairs, painting, plumbing, electrical and carpentry tasks to maintain or repair shelters, fences and other facilities, remodel facilities, install playground systems and fabricate equipment.
- Perform preventative maintenance on parks equipment.
- Maintains and replaces sprinkler heads and sprinkler lines.
- Operate oxygen and acetylene welding equipment to repair or fabricate equipment.
- Interact in a professional and respectful manner with City staff and the public.
- Drive City vehicle to/from work locations.
- The City reserves the right to require an employee in this position to work overtime including during emergency situations (defined as any natural or man-made disaster that may or may not necessitate the relocation of City personnel or citizens). In the event of an emergency and/or a required evacuation, the incumbent may be required to remain at work to provide needed services or perform essential duties for the benefit of the general public including services or duties different from those performed in the normal course and scope of the position.
- Additional duties as assigned.

(Note: The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position.)

Overall Physical Strength Demands:

<input type="checkbox"/> Sedentary	Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.
<input type="checkbox"/> Light	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.
<input type="checkbox"/> Medium	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.
<input type="checkbox"/> Heavy	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.
<input checked="" type="checkbox"/> Very Heavy	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Physical Demands:

C – Continuously (2/3 or more of the time), F – Frequently (1/3 to 2/3 of the time), O – Occasionally (up to 1/3 of the time), R – Rarely (less than 1 hour per week), N – Never

Activity:	Frequency:	Brief Description:
Walking	C	To/from vehicle, mowing, edging, trimming, cleaning
Standing	C	Edging, trimming, cleaning, meeting, repairing
Lifting	C	Edger, trimmer, equipment, supplies, materials, tools
Climbing	F	Stairs, ditches, truck bed/box, ladders
Pulling	C	Supplies, equipment, tools, doors, retrieving miscellaneous items
Pushing	C	Supplies, equipment, tools, doors, materials, miscellaneous items
Cramped/Confined Space	O	Supply rooms, closets, vehicle interior
Sitting	F	Driving vehicles, tractors, other equipment
Crawling	R	Access space, holes, ditches
Reaching	C	For equipment, supplies, tools
Crouching	F	Retrieving items from floor, ground, tool box
Kneeling	O	Retrieving items from floor, ground; accessing pipes, sprinklers
Bending	F	Edging, trimming, retrieving items from ground
Twisting	F	Getting in/out vehicle, tractor; shoveling, raking, trimming, sweeping
Carrying	C	Trimmer, edger, equipment, supplies, tools, materials
Fine Dexterity	O	Calculator, computer, phone pad
Vision	C	Driving vehicle or tractor, reading, observing,
Hearing	C	Communicating, listening, observing

Talking	F	Communicating with co-workers and public
Balancing	O	Step stool, ladder
Foot Controls	C	Driving vehicle, tractor, heavy equipment
Running	N	Never

Environmental Factors:

C – Continuously (2/3 or more of the time), F – Frequently (1/3 to 2/3 of the time), O – Occasionally (up to 1/3 of the time), R – Rarely (less than 1 hour per week), N – Never

Condition:	Frequency:
Dirt	F
Heat	C
Fumes	F
Smoke	R
Water	O
Noise	C
Vibration	C
Grease, oil	F
Dust, shavings	F
Office environment	R

Machinery/Equipment:

C – Continuously (2/3 or more of the time), F – Frequently (1/3 to 2/3 of the time), O – Occasionally (up to 1/3 of the time), R – Rarely (less than 1 hour per week), N – Never

Type:	Frequency:
Desktop computer	R
In-car computer	R
Two-way radio	O
Telephone	O
Vehicle	F
Hand tools	F
Power/pneumatic tools	F
Heavy equipment	O
Tractor mower, trimmer, edger	C
PPE (personal protective equipment)	C

Acknowledgement:

I have reviewed this description and understand the requirements and responsibilities of the position. The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.

Printed Name (Employee or Candidate)

Signature

Date

The City of El Campo, Texas is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of El Campo, Texas will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.