South Jordan City

Job Description

Title:	**Parks Maintenance Worker**	**Effective Date:**	**9/15/14**
Budget Code:	**10-227 or 51-261**	**FLSA Classification:**	**Non-Exempt**
Pay Grade:	**8**	**Workers Comp:**	**Municipal**

GENERAL PURPOSE

Perform a variety of entry-level duties related to the construction, installation, maintenance, upkeep, beautification and repair of parks buildings, cemetery, trails, parks grounds and general environs.

SUPERVISOR

Cemetery Sexton or Parks Manager

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Perform general cleaning, maintenance, and repairs to restrooms, pavilions, storage facilities, small buildings, playgrounds, picnic areas, benches and other facilities.

Operate small mechanized equipment as needed to maintain buildings and grounds; groom building surroundings; perform winter snow removal.

Monitor custodial supplies and inventory; assure proper inventory of materials and equipment such as chemicals, cleaning supplies, light bulbs etc.

Perform seasonal facility maintenance tasks such as floor stripping and refinishing, etc.

Replace burned out lamps, wash floors removing scuff marks, heavy dirt, scratches etc.; wash and clean walls, door frames, doors, counters, mirrors and glass; empty and clean waste receptacles; clean and sanitize rest room sinks and bowls; wash windows; perform related tasks as needed to maintain clean and attractive facilities.

Perform general facility security tasks; attend special events and activities as required; may provide access to various authorized groups which have scheduled use of facilities, rooms, and equipment.

Operate powered equipment such as mowers, trimmers, edgers, tractors, dump trucks, snow blowers, snow plows, chain saws, sod cutters, chippers etc.

Use hand tools such as shovels, rakes, clippers, shears, saws, and axes. Maintain lawns by aerating, mowing, edging, fertilizing, and spraying. Prune and trim trees, shrubs, and hedges. Gather and remove litter.

Assist in the installation and maintenance of sprinkler systems. Repair or replace broken lines, heads, valves etc.

Perform seasonal duties such as winterizing of pavilions to avoid freezing, charging and flushing the system in the spring. Perform and prepare grave sites for burial services; opening and closing of graves; maintain and beautify cemetery grounds.

Mix and spray or spread fertilizers, herbicides, or insecticides using hand or automatic sprayers or spreaders. Remove snow from walks, driveways and parking lots. Spread salt as necessary.

Compensated on-call rotations as assigned. Must remain available for phone contact and respond to work site within one (1) hour of notification and be in compliance with the City's Drug & Alcohol policies.

Subject to uncompensated stand-by by rotation for a given event, such as a pending snow storm event or response to a natural disaster. Compensation for actual time worked, premium compensation for time worked on observed City holidays as outlined in the Employee Handbook. Must remain in compliance with the City's Drug & Alcohol policies.

Employee shall live no more than 30 miles from the South Jordan City border and have the ability to travel from their place of residence to the South Jordan City Public Works building in no more than 45 minutes time.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

   A. Graduation from High School or G.E.D.
   AND
   B. One (1) year of experience in related field.

2. Special Qualifications:

   Valid Utah Class B Commercial Drivers License (CDL), or obtain within six (6) months of employment

   Valid Utah Pesticide Applicators License with a Category in Turf and Ornamental, or obtain within six (6) months of employment

3. Knowledge, Skills and Abilities:

   Knowledge of maintenance equipment such as backhoe, loader, dump truck, mowers, tractor, aerators, trimmers, etc.; landscape and sprinkler system installation; of hazards and related safety precautions associated with equipment operations; interpersonal communication skills.

   Skill in controlling operations of equipment or systems, critical thinking, and talking to others to convey information effectively.

   Ability to effectively apply chemicals for the abatement and eradication of noxious weeds and insects.

   Ability to communicate both verbally and in writing.

   Ability to coordinate two or more limbs, control precision, and to see details at a close range.

   Ability to develop effective working relationships with supervisor, subordinates, and the public.

4. Working Conditions:

Tasks require variety of physical activities, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing and seeing are essential to the performance of the job. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, and critical thinking. Frequent local travel may be required.

Daily exposure to weather extremes and seasonal conditions (above 90 F degrees and below 32 F degrees), rain, and snow. Daily exposure to tasks that require protective gear such as safety shoes, protective eye wear, gloves, hard hats, and hearing protection.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Position Code:	**PAR001**	**EEOP Class:**	**Service/Maint.**
Position Type:	**FT/40 hours**	**EEO-4 Class:**	**Service/Maint.**
		Job Match Code:	**Combined -1235**