



PARK MAINTENANCE I

PURPOSE OF POSITION:

Under supervision from the Parks Superintendent, Park Maintenance I performs various routine and repetitive tasks related to Parks, City right-of ways, and public grounds. The intent of the position description is to provide a representative summary of the major duties and responsibilities performed. The position may be required to perform position-related tasks other than those specifically listed in this description.

ESSENTIAL FUNCTIONS:

- Maintain, install, repair, and replace landscaping and turf in City Parks, rights-of-way, roadway medians, and at other municipal facilities.
- Field work including mowing, line trimming, hedge trimming, trash collection in public areas as well as assisting public works Department in all areas if needed.
- Assist with the application of fertilizer, herbicide, and pesticide with proper credentials to apply.
- Maintain athletic fields, mark competition boundaries and lines on sports fields.
- Paint, repair, and maintain park equipment, furniture, facilities, and playground components.
- Install and maintain signs, water lines, sewer lines, plumbing fixtures, irrigation systems, electrical fixtures, lights, plugs, and other park or municipal infrastructure.
- Clean and sanitize work sites, restrooms, and other park or public facilities.
- Inspect, clean, and maintain equipment and tools in safe operating condition.
- Ensure the safe operating conditions of the work site, traffic hazards, equipment operation, required barricades, road, and site areas.
- Perform routine inspections of assigned areas; identify and make necessary repairs and correct hazardous conditions.
- Complete service/ work orders and log completed daily maintenance.
- Work on-call as assigned and aid to other City Departments as assigned. Assist with setup, teardown, and cleanup for special events and meetings.
- Performs other related duties as assigned.
- Perform labor intensive work and other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Federal, state, and local rules and regulations related to water treatment operations.
- The operation and general maintenance of equipment commonly found in Public Works and the Parks Department.
- Knowledge of the City's policies and procedures.

Ability to:

- Must be able to follow oral and written instructions.
- Fill out and completes paperwork, forms, and works orders for assigned jobs.
- Assist in the setup, operation, and maintenance of a variety of safety-related equipment according to the city and state safety procedures.
- Work safely near moving mechanical parts.
- Work in outdoor weather conditions and in a loud environment.
- Lift and carry a minimum of 60 lbs. without assistance.
- Establish and maintain effective and harmonious working relationships with co-workers, supervisors, management, regulatory officials, and the public.
- Perform other related duties as assigned.
- Pass a background, drug, and physical exam.

EDUCATION AND EXPERIENCE:

- High school Diploma or equivalent required.
- Preferably 12 months of working outdoors and the use of Landscape/Heavy Equipment.
- Must possess and maintain a valid driver's license issued by the State of Texas.

GENERAL INFORMATION:

The Park Maintenance I is a full-time nonexempt position, open until filled.

Hours: At will. Mandatory overtime and on-call as needed.

Overtime shall not be accrued without prior authorization from the Head of Parks and Recreation.