



Job Description

Title:	Parks and Facility Maintenance Worker I		Established:	01/2013
Salary Level:	13		FLSA Status:	
Supervisor:	Lead Maintenance Worker – Parks Division	Supervises:	None	
Job Family:	Parks and Facility Maintenance Seies	Bargaining Unit:	Miscellaneous Employees	

JOB SUMMARY:

Under the general supervision, performs a variety of maintenance, inspections and repair on parks, City buildings, structures, grounds, City pool, and rental facilities. Assists in the set-up of recreational activities and City events.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

- Assists and is trained in the maintenance of lawns, shrubbery, and trees including planting, watering, trimming, mowing, edging, fertilizing, and weed and pest control.
- Operates trucks, mowers, and other light equipment.
- Prepares and maintains ball fields.
- Assists and is trained in the maintenance of pool facilities, including cleaning, use of chemicals to treat water, and adjustments and repairs to pool and auxiliary equipment.
- Assists and is trained in basic repair, replacement and maintenance of electrical wiring, fuses, switches, motors, generators, lighting systems and other fixtures and equipment.
- Assists in the preparation of areas for planting by clearing, grading, fertilizing, and watering.
- Prepares areas for rock-beds and lays rock.
- Assists and is trained in the installation, operation and maintenance, and repairs of in-ground sprinkler systems.
- Assists and is trained in basic installation, maintenance, and repair of plumbing systems and a variety of plumbing fixtures such as faucets, sinks, toilets, and water heaters.
- Provides custodial services for parks and facilities, including cleaning and repairing floors, restrooms, and removal of trash.
- Assists in the preparation of surfaces for painting; applies paint, varnish, shellac, enamel, or other protective finishes to various surfaces.
- Assists in pouring concrete.
- Assists and is trained in safety inspections of park amenities including playgrounds and sports facilities.
- Performs preventative maintenance.
- Assists other Parks, Facility, and Recreation staff as necessary.
- Interacts with the public; maintains and enforces City rules.
- Assists in building shelves; constructs or repairs walls, platforms and ramps; hangs doors; finishes wood and repairs a variety of wooden objects; replaces and/or cleans windows.
- Assists and is trained in operating tractors and attachments (loaders, stump cutters, brush chippers, post hole digger), power mowers, blowers, sweepers, edgers, hedge trimmers, clippers, sprayers, and other equipment or vehicles.

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- Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
- May assist in other areas of Public Works.
- Performs other related duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ABILITY TO

- Perform routine building and landscape maintenance.
- Perform heavy manual labor associated with parks and facilities maintenance and repair.
- Operate light power-driver equipment.
- Understand and follow written and verbal instructions.
- Communicate effectively with individuals from various socioeconomic, ethnic, and cultural diverse backgrounds; and establish and maintain effective working relationships with those contacted in the course of work.
- Wear a City provided uniform; protective equipment such as self-contained breathing apparatus; and trim facial hair to ensure proper fit of self-contained breathing apparatus.

KNOWLEDGE OF

- Methods, techniques, materials, and tools used in parks and facilities maintenance, building and landscape maintenance, and repair.
- Operation of trucks, mowers and other light equipment.
- Operational characteristics, capabilities and maintenance requirements of power-driven maintenance equipment.
- Laws and City of Oakdale ordinances relating to equipment operation; and safety laws, practices and principles relating to equipment operation and maintenance.
- Rules, regulations, policies, and operating procedures for the City of Oakdale.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); one (1) year full-time work experience in the areas of professional general building and facility maintenance, and/or professional landscape maintenance.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

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REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The time spent performing the duties of this job the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic or caustic chemicals. The noise level in the work environment is usually loud.