

PARK MAINTENANCE WORKER

City of Burlington

Park Department

POSITION SUMMARY

Under the direct Supervision of the Park Superintendent, the Park Maintenance Worker is a non-exempt position under the FLSA. This position assists with the maintenance of city parks, performs mowing duties, and maintains department equipment. This employee should possess a strong mechanical aptitude, effective communication skills and public relation skills. This employee must possess and must retain a valid Kansas Class A Commercial Driver's License (C.D.L.) or be able to obtain one within three months after employment.

ESSENTIAL FUNCTIONS

Technical;

- Responsible for cleaning public restrooms and building;
- Responsible for watering flowers and trees;
- Removes trash and debris from city parks;
- Performs mowing duties;
- Inspects, maintains, and repairs department equipment;
- Repairs and paints public restrooms and buildings;
- Trims trees;
- Does spraying.

General;

- Clears ice and snow as appropriate;
- Assists with preparations/clean-up for events as needed (City-wide Clean-up, etc.).
- Assists with tree removal and tree planting.

Safety;

- Knows and follows departmental safety procedures and practices;
- Practice proper handling of hazardous chemicals.

Public Relations;

- Follows department policies and procedures.
- Must be able to receive, record, and resolve citizen complaints.
- Must seek ways to improve all technically related skills.

Training;

- Must comply with departmental and municipal training schedules and opportunities (i.e. Arborist training course, etc.).

MARGINAL FUNCTIONS

- Performs other labor oriented assignments as needed;
- Assists other departments as required;
- Performs other duties as assigned.

Classification: FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: INELIGIBLE

WORKING CONDITIONS: Adverse Weather, heights, element of risk, confined space

PARK MAINTENANCE WORKER --- POSITION REQUIREMENTS

Experience: One to three years of similar or related experience is required. Employee is expected to have acquired the necessary information and skills necessary to successfully perform the job reasonably well within six months of employment.

Education: A high school diploma or GED is required. This employee must possess and must retain a valid Kansas Class A Commercial Driver's License (C.D.L.) or be able to obtain one within three months after employment.

Technical Skills: A working knowledge of equipment maintenance and repairs, mechanics, grounds keeping and mathematics is required. This employee must be able to operate trucks, tractors, mowers, power tools, small hand tools, and other department equipment. The ability to judge distances accurately, to maintain department equipment, to follow department policies, and to read and interpret written instructions, maps and manuals is required. This employee should possess a strong mechanical aptitude, and effective public relation, oral and written communication skills.

Problem Solving: Independent problem solving is involved in this position. This employee encounters problems with equipment malfunctions. Serious problems are reported to the Park Superintendent.

Decision Making: Independent decision making is involved in this position. This employee makes decisions about performing necessary repairs and performing daily duties in the safest and most efficient manner.

Supervision: This employee works with occasional supervision from the park Superintendent, but does not exercise any supervisory responsibilities over subordinate personnel.

Financial Accountability: This position is responsible for the safe operation of departmental equipment but does not participate in the annual budget process.

Personal Relations: Daily positive contact with the general public, co-workers, and supervisory personnel is expected. This position has contact with the public and must possess good public relations skills.

Working Conditions: Some adverse working conditions exist within this position. Exposure to bloodborne pathogens, heavy machinery, heights, excessive noise, and adverse weather is expected. This employee is exposed to accidental cuts, needles, and other potentially infectious materials while performing park maintenance duties, removing trash and debris, and cleaning restrooms.

Physical Requirements: Manual labor including lifting and carrying heavy objects, bending, kneeling, climbing, extensive walking, and the ability to operate department equipment is required daily in this position.

*The specific statements shown in each section of this description are not intended to be all-inclusive.
They represent elements and criteria considered necessary to successfully perform the job.*

**THIS JOB DESCRIPTION WAS APPROVED BY BURLINGTON CITY COUNCIL ON JUNE 4, 2008.
(Current 7-2018)**