



Antonio Araujo
Mayor

Leticia Miranda
Alderson Place 1

David Cantu
Alderson Place 2

Miguel Najera Jr.
Alderson Place 3

Maria Covernali
Alderson Place 4

George Almanzar
Alderson Place 5

Parks and Recreation General Maintenance

Salary Range

\$8.75 per hour, DOE

(PT as needed, no more than 20 hours per week, potential to expand to 40 hours per week)

Job Summary: The Seasonal Parks General Laborer is responsible for the seasonal Parks Maintenance program including: general maintenance duties, assisting with construction projects, cleaning the parks grounds and buildings, operating commercial mowers, small landscape related equipment and assisting with special functions and events.

GENERAL PURPOSE

Under supervision, the Parks Maintenance Worker will perform various park maintenance tasks. This position will report to the Crew Leader and will be responsible for adhering to maintenance and safety standards that strengthen the community image and sense of place in all City Parks. The Parks Maintenance Worker will possess a strong orientation towards customer service, a stewardship philosophy toward ecosystem management, and will be committed to professional development in parks maintenance.

GUIDELINES

Guidelines include city and departmental policies and procedures, local ordinances, state and federal laws, chemical application instructions, safety standards for recreational facilities, safety rules and regulations and supervisory instructions. These guidelines are generally clear and specific but may require some interpretation in application.

JOB RESPONSIBILITIES

- a) Responsible and accountable for general maintenance, cleanup duties and safety checks associated with various City owned lands and facilities.
- b) Operate light vehicles, commercial mowers, tractors, small grass cutting/hedge trimming machinery, power tools, radio communications equipment and other specialized seasonal maintenance equipment assigned by the Manager in accordance with the City's policies and procedures.
- c) Responsible and accountable for providing general information to the public and assisting them with their concerns and complaints when possible.
- d) Assist with construction and landscape projects.
- e) Move supplies, picnic tables and equipment as directed.
- f) Cleans and removes litter from parks, parking lot, and other public areas.
- g) Maintains irrigation systems, including timers, sprinkler heads, main lines, audits, clock programming and general maintenance repairs.



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- h) Trims trees, weeds, edges and fertilizes as needed; rakes and cleans grounds by picking up trash, and tree trimmings.
- i) Maintains City streets and property by painting buildings, crosswalks, center lines, signs, curbs, and equipment.
- j) Maintains fences, benches, drinking fountains, sidewalks, and general repairs.
- k) Maintains park by blowing, trash pick-up, painting, graffiti and power washing facilities.
- l) Maintains and repairs playground equipment (including safety checks).
- m) Performs equipment and vehicle inspections.
- n) Report any violation of City rules/regulation on or in relationship to City property to your supervisor
- o) Assist with setup, tear-down and the operation of special events and functions.
- p) Setting up seasonal operations as directed (i.e. clearing trails, cleaning equipment, trail and park signage, and setting up sports fields)
- q) Other duties as assigned.

Duties:

- a) Will perform his/her duties and ensure that assigned employees/volunteers work in accordance with the City's Safety Policy and Procedures as well as the Occupational Health and Safety Act, including all applicable regulations.
- b) Perform other related duties as directed by the Parks and Recreation Maintenance Technician or designate Personal.

JOB REQUIREMENTS

Qualifications:

- a) Skill in oral and written communication.
- b) Skill in operating power tools such as riding and push lawn mowers, weed eaters, blowers and chain saws.
- c) Skill in operating hand tools such as shovels, picks, rakes, tree trimmers, etc.
- d) Valid "C" Class Driver's license and driving record satisfactory to the City.
- e) Leadership experience in a building/park maintenance setting is preferred.
- f) Experience in the following is a preferred: small & heavy equipment operation, landscaping, maintenance.
- g) Knowledge in parks maintenance and grounds maintenance methods and practices is an asset. Knowledge of departmental and safety rules and regulations.
- h) Knowledge of various cleaning chemicals.
- i) Working knowledge of the City's properties and programs is an asset.
- j) First Aid and CPR training is required.



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Skills:

- a) Capacity to work both independently and in a team environment.
- b) Ability to adapt to the daily challenges associated with a busy work environment.
- c) Excellent communication and customer service skills.
- d) Ability to work in a variety of weather conditions.
- e) Ability to capitalize on cost saving opportunities and efficiencies c) Strong problem solving, conflict management and organizational skills
- f) Ability to develop, foster and sustain effective working relationships, provide leadership and direction to other city staff and subordinates.
- g) Build, foster and sustain a positive public image.
- h) Capable of lifting equipment, tables and a variety of heavy objects.
- i) Strong organizational skills
- j) Ability to work flexible hours.

Effort:

Normal Workweek – 20 hours (Part-Time)

Job requires mental alertness to ensure the safety of others

Job requires moderate physical exertion

Involves mental and visual concentration

Working Conditions:

Working conditions contain moderate risks which require planned safety precautions for limited periods of time

May be subject to inclement weather and/or weather extremes during the discharge of responsibilities

Physical work including a variety of large and small equipment including the use of small tools, lawn

Considerable periods of standing/sitting

Moderate to heavy lifting, pushing, pulling at times