



CITY OF PATASKALA

An Equal Opportunity Employer

POSITION DESCRIPTION

Employee Name:	Position Title: Parks Grounds Maintenance Worker
Dept.: Parks & Recreation	Employment Status: Seasonal
Reports to: Parks & Recreation Manager	FLSA Status: Non-exempt
Normal Hours:	Civil Service Status: Unclassified
EEO Status: Operative	

CLASS DESCRIPTION:

Under general direction of the Parks and Recreation Manager, the Parks Grounds Maintenance Worker is responsible for building and vehicle maintenance of the Parks Department and equipment operation.

QUALIFICATIONS:

 An example of acceptable qualifications:

Completion of secondary education (high school diploma or GED equivalent); experience in parks maintenance or a related field preferred; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess and maintain a valid State of Ohio driver’s license and must remain insurable under the City’s vehicle insurance policy.

EQUIPMENT OPERATED:

 The following are examples only and are not intended to be all inclusive:

Motor vehicle, riding mower, blowers, edger’s and weed trimmers, skid steer, tractors, and other turf management equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Ascends and/or descends ladders, stairs, or scaffolds; works in an area in which the means of egress is or can be obstructed; works on and around powered platforms and/or vehicle mounted platforms; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db; is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants; is exposed to possible injury from hazardous waste; is exposed to possible injury due to unclean or unsanitary conditions; is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines; works in or around crowds; has contact with potentially violent or emotionally distraught persons; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to hazardous driving conditions; this is considered heavy work and the employee must demonstrate the ability to perform the physical demands required of the position in accordance with the U.S. Department of Labor’s physical demands strength ratings.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION:

 For purposes of 42 USC 12101:

- (1) Performs a variety of unskilled and semi-skilled tasks in the maintenance and operation of buildings, grounds, and parks using hand, power, or riding mower; trims and edges around walks, flower beds, walls, etc.; performs minor repairs and routine maintenance procedures on equipment utilized in grounds maintenance.

Date Adopted _____

Developed by:

Date Revised _____

Clemans, Nelson & Associates, Inc.



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- (2) Assists in inspecting designated City facilities/grounds and operational equipment.
- (3) Operates a variety of equipment used in the above work, including trucks, riding mower, and weed trimmers.
- (4) Follows established safety procedures; reports unsafe conditions to supervisor; assists with department housekeeping including storage of tools and equipment.
- (5) Attends meetings and serves on committees, as directed; attends training, workshops, and seminars, as directed; maintains required licensure or certification, if any.
- (6) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.
- (7) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

- (1) Performs other duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge / Skills / Abilities:

- Knowledge of City/department goals and objectives and policies and procedures
- Knowledge of workplace safety practices and procedures
- Knowledge of personnel rules and regulations
- Knowledge of operation and maintenance of job-related vehicles, machinery, tools, and equipment
- Knowledge of outdoor landscaping skills
- Ability to exercise independent judgment and discretion
- Ability to communicate effectively; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships; resolve complaints
- Ability to travel to and gain access to work site

POSITIONS DIRECTLY SUPERVISED:

None.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand and agree with the contents of this position description.

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)

Date Adopted _____

Developed by:

Date Revised _____

Clemans, Nelson & Associates, Inc.