



PARK MAINTENANCE WORKER

JOB DESCRIPTION

POSITION TITLE: Parks Maintenance Worker

DEPARTMENT: Public Works

REPORTS TO: Public Works Supervisor

FSLA STATUS: Non-Exempt

SUPERVISORY RESPONSIBILITIES: None

DATE: April 2024

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, descriptions/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

JOB SUMMARY:

The position performs a variety of semi-skilled and skilled tasks in the maintenance and operation of the Town of Wiggins parks, recreation, trail, grounds, and open space. The Parks Maintenance Worker may also be required to assist Public Works Maintenance in the performance of general Town maintenance activities.

SUPERVISION RECEIVED:

The Parks Maintenance Worker works under the general supervision of the Public Works Supervisor.

SUPERVISION EXERCISED:

No supervision is exercised.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Facility, Ground, and Landscaping Maintenance

- Mows turf grass areas, prunes shrubs, plants and maintains ornamental flower and shrub beds, applies herbicides, fertilizers and other chemicals, aerates, and removes trash.
- Cleans and stocks public park restrooms and picnic shelters.
- Prepares athletic fields.
- Performs playground safety inspections and maintenance; maintains and documents all inspections in log books.
- Picks up trash.
- Assists with Town Hall, and Public Works Shop Facility upkeep and maintenance.

Irrigation System

- Services, repairs, and troubleshoots irrigation systems, including replacing broken heads and assist with repairing minor breaks in the water lines; assists with major irrigation repairs as necessary.
- Assist with programming irrigation run times, monitors and adjusts watering frequency as necessary.

Equipment Maintenance, Repair and Inventory

- Services and maintains Parks and Recreation equipment and makes minor mechanical adjustments and repairs on related equipment such as checking/servicing fuel, oil and coolant levels: tire pressure and general appearance; takes necessary steps to bring equipment up to operating standards; prepares and maintains usage records.
- Maintains and organizes Teets Park ball field sheds, concession stand, rest rooms at the park.
- Operates and utilizes equipment and tools designated for use by the Parks and Recreation Department.
- Maintains supplies, equipment and tools for the purpose of ensuring adequate materials are available to complete assignments in an efficient and timely manner.

Recreation Programs & Special Events

- Assists with set-up and staffing of Town special events, youth recreation and adult recreation programs.
- Assists with youth and adult programming supervisor when needed.

Miscellaneous

- Works with little or no supervision within established organizational values, policies and procedures.
- Exhibits responsiveness to citizens and works cooperatively with Town staff to provide quality seamless customer service.
- Complies with all organizational values, policies, procedures and follows all verbal and written instructions.
- Performs minor construction projects within skill level.
- Performs other duties as assigned.

ESSENTIAL QUALIFICATIONS:**EDUCATION, TRAINING AND CERTIFICATION REQUIREMENTS:**

- High school diploma or equivalent required, associates (2-year) degree is a plus.
- Valid Colorado Driver's License at time of application.
- Ability to obtain CPR, and First Aid certifications, or ability to obtain within one-year from date of hire – Provided by Town
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EXPERIENCE REQUIREMENT:

- One to three-years' experience in parks maintenance or related field, including operating equipment.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of the equipment and facilities required in a comprehensive park and recreation program; knowledge of the principles and practices of maintenance, construction, and use of public buildings and park facilities; knowledge of community recreation needs and resources.
- Ability to communicate effectively, both verbally and written.
- Ability to work and supervise a variety of individuals with understanding and leadership, to promote quality performance and high morale.
- Ability to work weekends or irregular hours, upon request.

TOOLS AND EQUIPMENT USED:

- Use of Town vehicles, landscaping and ground maintenance equipment including but not limited to, mowers, tractors, weed trimmers, leaf blower, utility vehicles, snow plow, chain saws, and various hand tools.

PHYSICAL DEMANDS:

- While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, use hands, fingers, handle, feel or operate objects, and stoop, kneel, crouch or crawl. The employee is frequently required to reach with hands and arms.
- Employee must communicate clearly and effectively; must understand and be understood.
- On rare occasions, the employee may be required to climb and balance.
- The employee must frequently carry, pull, push or lift up to 50 pounds.
- Specific vision abilities required by this job include close and distance vision.
- It is essential that the employee be physically able to operate a variety of vehicles and equipment successfully in order to fulfill the essential functions of this position.

WORK ENVIRONMENT AND GENERAL INFORMATION:

- The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job and are in no way construed or perceived to be exhaustive.
- Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee frequently works in an outdoor environment. The temperature can vary from hot to cold, and can be extremely cold or hot to cause marked bodily discomfort. The noise level in this environment can at times be loud, requiring proper hearing protection.
- Wet: frequent contact with water or other liquid.

ADDITIONAL INFORMATION:

- Town of Wiggins is committed to maintaining a friendly, home town atmosphere. We place a premium on teamwork and participation while encouraging creativity and individual initiative. We believe that through collaboration, leadership can occur at all levels. We take our commitments seriously and strive to reach positive solutions.
- The duties of the job description are to be performed by demonstrating the Town's core values of Commitment to Quality Service, Integrity, Innovation and Teamwork. This job description does not intend to list every function of the position, does not constitute an employment agreement, and is subject to change.
- In order to ensure the safety of the public and reduce the risk for loss, background screenings are completed on applicants selected for employment, internship opportunities and safety sensitive volunteer positions. All positions are subject to a basic screening process including but not limited to criminal history search, reference check, and degree and employment verification. In addition to the basic screening process, other screenings may include but are not limited to: Motor Vehicle Record (MVR) check.
- The job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Town of Wiggins is drug free work place and an Equal Opportunity Employer.