

**CITY OF HAYDEN
JOB DESCRIPTION**

**SEASONAL PARKS MAINTENANCE WORKER
TEMPORARY POSITION (SUMMER ONLY)
Public Works Parks Department**

POSITION SUMMARY

The Seasonal Parks Maintenance Worker position reports to the Parks Maintenance Crew Leader. The individual in this temporary, seasonal role performs a variety of grounds and facilities maintenance tasks using hand and/or power tools or motorized equipment that may include such tasks as landscaping grounds maintenance, laying sod, mowing, trimming, planting, watering, fertilizing, digging, and raking. This position is required to work together with other departments to improve and maintain efficiency in operations and provide quality customer service.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES *(illustrative only)*

This list includes, but is not limited to the following:

Provides support effectively and efficiently to Public Works Department operations by:

- Maintaining and cleaning restrooms, playground equipment, and picnic areas.
- Performing general grounds maintenance tasks such as mowing, trimming, weeding, mulching, aerating, watering, and applying herbicides and fertilizers.
- Performing general landscape and cleanup duties such as trash and debris removal and maintaining park settings, trees, playgrounds, and other planting areas.
- Refurbishing benches, picnic tables, bleachers, receptacles, playground structures, and signs.
- Operation of light truck or light tractor with assorted, aeration and seeding attachments.
- Using a variety of hand operated tools to perform tasks such as shoveling, picking and digging.
- Ensuring that facilities and equipment are securely and safely maintained.
- Preparing streets, parks, and facilities for community events, sports, and recreation activities.

Contributes to meeting the goals of the Public Works Department team by:

- Developing and maintaining positive working relationships with supervisor, co-workers, and the general public.
- Participating in a team effort to increase efficiency and quality of services provided by the department and build a positive public image.
- Responding promptly to public and organizational needs.
- Communicating and coordinating regularly with appropriate individuals to maximize effectiveness and efficiency of interdepartmental operations and activities.
- Performing all duties in accordance with City policies and procedures with regard for personal safety and that of fellow employees and the public.
- Attending training and other meetings as required.

MARGINAL JOB DUTIES AND RESPONSIBILITIES:

Provides support to the City by:

- Performing other tasks as outlined by the Parks Maintenance Crew Chief, Deputy Director of Public Works, and/or Public Works Director.
- Assisting co-workers and the public in resolving problems related to the parks and streets.

REQUIRED QUALIFICATIONS

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty and be successful in the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills, and Abilities

Ability to:

- Listen carefully and effectively communicate.
- Follow oral and written instructions.
- Work with minimal supervision.
- Operate power equipment, motor vehicles and other light duty equipment such as mowers, trimmers, backhoes, tractors, and other related equipment in a safe manner.
- Proficiently and safely use hand tools and power tools.
- Perform heavy manual labor for extended periods under varying climatic conditions.
- Fulfill job responsibilities in a cooperative and courteous manner.
- Complete assigned tasks as directed and meet deadlines.
- Communicate effectively to establish and maintain positive working relationships with co-workers and organizations or individuals encountered with the community and general public in performance of job responsibilities.
- Work a flexible schedule that includes weekends, occasional evenings, and holidays to meet department needs.
- Take on responsibilities and challenges as required and maintain a positive attitude.

Education and Experience:

- Some experience performing grounds, parks maintenance, and/or other tasks closely related to the needs of this position.
- An equivalent combination of education, experience, and training that develops the knowledge, skills, and abilities necessary to perform the duties of this position.

Certifications, Licenses, Special Training:

- Possession of a current, valid Idaho driver's license.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to enter, exit, and operate a motor vehicle and to walk and stand for long periods. The employee is frequently required to use fingers, hands, and arms to operate tools, buttons, levers, and other equipment and move materials; reach with hands and/or arms; and occasionally lift and reach overhead, climb stairs or ladders, balance, stoop and bend, kneel, or crouch. The employee may occasionally lift and/or move up to 50 pounds with or without assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required.

Work Environment

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.

While performing the duties of this job, the employee is frequently required to work outside in a variety of weather conditions and may be exposed to a variety of chemicals used in maintaining grounds, buildings, and equipment. The employee occasionally works with noisy and/or loud equipment and is exposed to hazards involving the use of power tools and maintenance related equipment.

Signature of Employee: _____ Date: _____

Signature of Supervisor: _____ Date: _____

Signature of Human Resources Director: _____ Date: _____