

# **City of Yukon - General Employees Pay Plan Laborer I Park Maintenance Job Description**

**Exempt:** No  
**Department:** Parks Maintenance  
**Reports To:** Parks Maintenance Supervisor  
**Location:** 848 Industrial Dr  
**Date Prepared:** May 18, 2012  
**Date Revised:** September 14, 2012

## **GENERAL DESCRIPTION OF POSITION**

Performs a variety of semi-skilled and technical tasks in the maintenance and operation of park and recreation buildings, grounds, open spaces and parks.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Mows and maintains park and open space areas such as baseball and soccer fields, mows weeds, cleans and maintains tennis courts and nets, maintains sprinkler systems and assists in the repair and installation of sprinkler lines and heads. This duty is performed weekly, about 50% of the time.
2. Drags ball fields, lines fields for games. This duty is performed weekly, about 10% of the time.
3. Assists in the maintenance of the municipal swimming pool. Pump down and repaint pools. This duty is performed monthly, about 10% of the time.
4. Inspects, washes, and performs routine maintenance of park drinking fountains and restrooms. This duty is performed daily, about 20% of the time.
5. Sweeps, washes, paints, and repairs or replaces park tables and slabs. This duty is performed daily, about 20% of the time.
6. Performs minor semi-skilled interior building maintenance such as painting, plumbing, carpentry, and other unskilled and semi-skilled trades work. This duty is performed weekly, about 25% of the time.
7. Plants lawns, trees, shrubs, and flowers. This duty is performed monthly, about 10% of the time.
8. Carries out the seeding, fertilizing, top dressing, soil conditioning, watering, and the pest and weed control of the City's parks and open spaces. This duty is performed monthly, about 20% of the time.
9. Perform any other related duties as required or assigned.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION AND EXPERIENCE**

High school or GED, plus specialized schooling and/or on the job education in a

specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 0 to 6 months related experience or training. Or equivalent combination of education and experience.

### **COMMUNICATION SKILLS**

Ability to read a limited number of words and recognize similarities and differences between words and between series of numbers; Ability to write and speak simple sentences as a means for basic communication. Ability to read and understand simple instructions, short correspondence, notes, letters and memos; Ability to write simple correspondence. Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence. Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

### **CRITICAL THINKING SKILLS**

Ability to use common sense understanding in order to carry out detailed written or oral instructions. Ability to deal with problems involving a few known variables in situations of a routine nature.

### **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

None

### **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

### **SOFTWARE SKILLS REQUIRED**

Not indicated.

### **INITIATIVE AND INGENUITY**

#### **SUPERVISION RECEIVED**

Under immediate supervision, performs general assignments of work, with periodic check of performance by supervisor.

#### **PLANNING**

Limited responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work operations.

#### **DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a slight degree.

### **MENTAL DEMAND**

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

## **ANALYTICAL ABILITY / PROBLEM SOLVING**

Moderately repetitive. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.

## **SUPERVISORY RESPONSIBILITIES**

No supervision.

Supervises the following departments:

## **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Regularly responsible for property where carelessness or error would result in only minor damage or minor monetary loss. Almost continuous care and attention is required when handling this property in order to prevent loss.

## **ACCURACY**

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

## **ACCOUNTABILITY**

### **FREEDOM TO ACT**

Defined. Semi-repetitive prescribed processes and procedures with nearby supervision.

### **ANNUAL MONETARY IMPACT**

Small. Job creates a monetary impact for the organization from \$100,000 to \$1mm.

### **IMPACT ON END RESULTS**

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

## **PUBLIC CONTACT**

Frequent contacts with general public, patrons, or other outside representatives, wherein the manner of handling these contacts has a bearing on the organization's position and operation.

## **EMPLOYEE CONTACT**

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

## **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

## **WORKING CONDITIONS**

Outside working environment, wherein there are extremely disagreeable working

conditions most of the time (e.G. Hot mix paving in constant sun).

## **ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is regularly exposed to outdoor weather conditions; frequently exposed to work near moving mechanical parts; and occasionally exposed to work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, vibration. The noise level in the work environment is usually moderate.

## **PHYSICAL ACTIVITIES**

The following physical activities 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 and expectations.

Highly repetitive, highly physical. Highly repetitive type work which requires the concentrated and non-diversified physical demands of the employee.

While performing the functions of this job, the employee is continuously required to use hands to finger, handle, or feel, talk or hear; frequently required to stand, walk, sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl; occasionally required to taste or smell. The employee must occasionally lift and/or move up to 100 pounds; frequently lift and/or move up to 50 pounds; regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; and peripheral vision.

## **ADDITIONAL INFORMATION**

Not indicated.

## Job Description Acknowledgement

I acknowledge that I have read the Job Description for this position and understand the requirements, responsibilities, and duties therein. I have reviewed this Job Description with my supervisor and can perform the essential functions of the position. I have discussed any questions I may have had about this Job Description prior to signing this form.

Employee Name(printed): \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_