

PARKS AND FACILITIES MAINTENANCE WORKER - COMMERCIAL DRIVER  
PART TIME, TEMPORARY

DEFINITION

To perform a variety of duties related to maintaining the City's natural resources, facilities and property.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Operate commercial vehicles such as swap loader and aerial boom trucks.

Operate golf cart type vehicle, mower or other machinery; operate small power tools and equipment.

Operate tree care equipment such as chippers, stump grinders, power tools and other related equipment.

Note and correct safety hazards; refer difficult problems/hazards for more advanced attention and recommend possible solutions.

Utilize proper safety precautions related to all work performed.

Promote and enforce safety procedures; render first aid and CPR, if certified, as required.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

When assigned to Park Maintenance:

Prepare and condition City operated sports fields.

Maintain, mow and clean parks and playground facilities, restrooms and surrounding areas.

When assigned to Open Space Maintenance:

Assist in vegetation management; assist in tree care, creek, preserve and natural resource maintenance.

Maintain bike trails, power tools and irrigation drip systems.

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Perform general labor duties.

When assigned to Facilities:

Set up and break down meeting rooms according to supplied floor plans.

Make minor repairs to site furniture and equipment.

Perform custodial duties within and surrounding facilities.

Assist facility renters with a variety of customer service needs.

MINIMUM QUALIFICATIONS

Knowledge of:

Basic methods, tools and equipment used in natural resource and grounds maintenance and facility maintenance.

Principles and practices of safety management.

Best Driving Practices.

Practices and methods of public relations and customer service; techniques and principles of effective interpersonal communication.

Ability to:

On a continuous basis, walk, stand, bend, squat, climb, kneel, twist and reach while operating equipment and performing maintenance and/or construction activities; perform heavy manual labor; operate a variety of hand and power tools used in maintenance activities; know and understand maintenance operations, janitorial services and/or construction projects; observe safety rules.

Intermittently, analyze equipment problems; identify safety hazards; remember and locate equipment and tools; may interpret and explain work orders; sit while completing work papers; travel from job site to job site sitting in assigned vehicle or on equipment; lift or carry cement bags, fertilizer sacks and/or bags of chalk, tables and stages weighing 65 pounds or less.

Learn to perform semi-skilled tasks in a variety of maintenance activities.

Independently complete work in a professional and efficient manner.

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Prepare necessary forms and reports.

Drive and maintain assigned vehicle; maintain proper oil and fluid levels; notify supervisor of needed repairs.

Operate golf type vehicles, mower and other maintenance equipment.

Understand and translate City policies and practices into everyday working practices; make sound decisions with solid problem solving methods.

Perform pesticide application.

Learn to identify problems regarding the facility and programs; refer difficult problems/irregularities for more advanced attention and recommend possible solutions.

Understand and carry out written and oral directions.

Communicate tactfully with customers.

Work outdoors in a variety of weather and environmental conditions.

Communicate effectively and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Learn principles and techniques of first aid and artificial respiration.

Respond to emergency situations in a calm and effective manner; administer first aid and CPR, if certified.

Experience and Training

Experience:

Two years' experience operating Class B or Class A vehicles.

And

Training:

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Education that ensures the ability to read and write at a level necessary for successful job performance.

License or Certificate

Possession of a valid Class B or A Commercial driver's license by date of appointment.

Possession of CPR and First Aid certificates within six (6) months of hire.

Necessary Special Requirement

Must be 18 years of age or older.

12-21-19      Parks and Facilities Maintenance Worker – Commercial Driver

04-05-18

06-28-14      Parks & Facility Maintenance Worker I/II/III