

# City of Caldwell

## Class Specification

<b>Class Title</b>	<b>SENIOR MAINTENANCE WORKER (PARKS)</b>
<b>Class Code Number</b>	
<b>FLSA Designation</b>	<b>COVERED</b>
<b>Pay Grade</b>	<b>Level 2</b>
<b>Effective Date</b>	<b>July 2018</b>

### General Statement of Duties

Responsible for maintaining, repairing and beautifying the City's parks and other related public areas and performs related work as required.

### Classification Summary

The principal function of an employee in this class is to perform and supervise seasonal employees in manual work associated with the repair, maintenance and beautification of City parks and other related public areas. This class is distinguished from the class of Maintenance Worker (Parks) class by the independence of operations required to supervise seasonal employees and perform work to maintain a large Parks Department programmatic function. The work is performed under the direct supervision of the Parks Superintendent. An employee in this class performs the duties of other employees in the Parks Department as required or as assigned by supervisory personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with City officials and employees, business owners, patrons, event coordinators, and the general public. An employee in this class may perform the assigned duties on athletic fields, City parks, events centers, or in the cemetery and related public facilities. An employee in this class may perform any one or more or any additional duties as necessary. The principal duties of this class are performed in an outdoor environment which may involve adverse weather conditions and related hazards.

### Examples of Work (Illustrative Only)

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervises and performs work to plant, water, fertilize, cultivate, mow and rake grass;
- Trims fence lines and the banks of drainage ditches;
- Collects litter and debris;

- Empties park garbage cans and hauls the collected waste to the City dump;
- Applies pesticides or maintains other chemical program operations as assigned;
- Uses hand tools such as picks, shovels and rakes;
- Operates power equipment, including chain saws, edgers, weed eaters, push and riding mowers, back hoes and field painters;
- Inventories Parks and Recreation areas and informs supervisor of any needed repairs and/or maintenance;
- Cleans and weeds flower beds, mulches around flowers and waters as appropriate;
- Prunes flowers and related shrubbery as necessary;
- Cleans and paints pools, tables and related Parks and Recreation facilities;
- Repairs windows, doors, plumbing and other fixtures;
- Performs manual tasks in the installation of water lines, irrigation systems, fencing, tee boxes, flag poles, benches and picnic tables;
- Constructs and maintains pitcher's mounds and related components of athletic fields;
- Loosens, levels and maintains dirt infields and baselines;
- Prepares playing fields through measuring and applying paint or marble dust;
- Installs and maintains soccer goals, outdoor basketball posts, football goal posts, bleachers, gates, fencing, backstops and netting;
- Repairs worn areas of playing areas by cultivating, leveling grades and/or replacing grass;
- Monitors and maintains equipment in a safe operating condition and reports all damages to supervisor;
- Checks and maintains air, oil, fuel, spark plugs, mower blades, tires etc.;
- Cleans equipment and work area;
- Removes grass for replanting over completed graves;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends approved meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.

## **OTHER DUTIES AND RESPONSIBILITIES**

- Performs other related duties as assigned.

<b>Required Knowledge, Skills and Abilities</b>
---

- Good knowledge of safety procedures involved in parks maintenance activities;
- Some knowledge of parks, swimming pools, and athletics fields maintenance activities and procedures;

- Some knowledge of the proper operating procedures for all related equipment;
- Skill in the use of picks, shovels, chain saws, edgers, weed eaters, push and riding mowers, back hoes and field painters;
- Ability to communicate well with others;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to establish and maintain effective working relationships with other Department and City employees, Parks and Recreation patrons, persons involved in burial ceremonies and the public.
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

**Acceptable Experience and Training**

- Graduation from high school or possession of a GED; and
- Some related parks maintenance experience including staff supervision; or
- Any equivalent combination of experience, training and education which provides the knowledge, skills and abilities necessary to perform the work.

**Required Special Qualifications**

- Possession of a current and valid driver’s license.
- May be required to obtain Class A CDL within 6 months of hiring.
- Subject to a background check.

**Physical Demands**

- N (Not Applicable)** Activity is not applicable to this position.
- O (Occasionally)** Position requires this activity up to 30% of the time (2.5+ hours/day)
- F (Frequently)** Position requires this activity 30% - 60% of the time (Up to 5.5 hours/day)
- C (Constantly)** Position requires this activity more than 60% of the time (Over 5.5 hours/day)

<b>Physical Demands</b>	<b>Lift/Carry</b>	<b>Hazards/Potential Exposure</b>
<u>C</u> Stand	<u>C</u> 10 lbs or less	<u>O</u> Toxins/caustics/chemicals
<u>C</u> Walk	<u>C</u> 11 – 20 lbs	<u>C</u> Extreme conditions
<u>O</u> Sit	<u>C</u> 21 – 50 lbs	<u>C</u> Dust
<u>C</u> Manual Manipulation	<u>O</u> 51 – 100 lbs	<u>C</u> Moving mechanical parts
<u>C</u> Grasp	<u>O</u> Over 100 lbs	<u>O</u> Potential electrical shock
<u>C</u> Reach Outward		<u>C</u> High pitched noises
<u>F</u> Reach Above Shoulder	<b>Push/Pull</b>	<u>O</u> Blood-borne pathogens
<u>F</u> Speak	<u>C</u> 12 lbs or less	<u>O</u> Gaseous risk/fumes

O Climb  
O Crawl  
C Squat or Kneel  
C Bend

F 13 – 25 lbs  
O 26 – 40 lbs  
O 41 – 100 lbs  
O Over 100 lbs

O Construction zone hazards  
N Communicable disease  
N Hot liquids/fire  
O Height & confined spaces

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor one’s own work progress;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work in trenches, in rough terrain and have access to various parks and related areas.

I have reviewed these job requirements and the detailed job description and verify that I can perform all essential physical abilities and physical demands of this position.

Employee Printed Name: \_\_\_\_\_

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

Director Approval: \_\_\_\_\_ Date: \_\_\_\_\_