

**City of Sweet Home  
Job Description**

**Job Title:** Park Maintenance 1  
**Department:** Community Development  
**Reports To:** Community Development Director  
**FLSA Status:** Nonexempt  
**Union Position:** Yes  
**Prepared By:** Community Development Director  
**Prepared Date:** 05-17-06  
**Approved By:** Community Development Director  
**Approved Date:** 6-14-06

**Reviewed By:**

*Norman Sharp*

**Reviewed Date:** 12-06-06

**SUMMARY**

Works under moderate to minimal supervision and uses independent judgement on a routine basis. Performs unskilled and semi-skilled manual work in the City parks. Maintains and repairs property within the City parks by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** may include, but are not exclusively limited to, the following. Other duties may be assigned.

1. Be at work on time.
2. Be available for work.
3. Give a full day's work.
4. Respond in a positive manner to directions.
5. Learn present job as well as new jobs.
6. Adjust to change.
7. Get along with others.
8. Works safely, complying with established safety rules, policies, practices and procedures of the Department and the City.
9. Be physically and mentally fit for work.
10. Receives written work orders or verbal instructions from the Community Development Director.
11. Hand sweeps paths and parking areas within parks and loads debris.
12. Loads and unloads rock, dirt, gravel, sweepings and other materials.
13. Makes minor repairs to buildings, fixtures, fences, etc.
14. Operates equipment, including trucks, mowers, and other machinery as part of regular duties.
15. Cut, rake, and bag grass and weeds in the City parks.
16. Create and maintain landscaped areas within the parks.
17. Water in parks as needed.
18. Repairs sprinklers.
19. Construct and maintain pathways and trails.
20. Prunes and trims trees and shrubs within the parks.
21. Clean up natural debris from trees and shrubs in the parks.

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22. Cleans buildings and empties trash cans in parks.
23. Cleans and maintains bathrooms.
24. Clean up graffiti and repair vandalism.
25. Paints interior and exterior walls of park facilities and equipment.
26. Inspects, repairs, and sanitizes playground and skatepark equipment.
27. Procurement of supplies as needed.
28. Maintains inventory lists including park amenities and supplies.
29. Assists in special projects and events within the parks.
30. Maintains a staff presence in the parks on a daily basis.
31. Operates pickup truck, power tools, and small gasoline powered equipment.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Criminal history and background check required.

Passing a pre-employment drug test is required.

### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED) and two years of general maintenance work with experience in power equipment operation, or an equivalent combination of training and experience. A minimum of one year work within a park preferred. Herbicide and pesticide certifications or the ability to obtain in a reasonable time preferred.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, MSDS sheets, operating and maintenance instructions, and procedure manuals.

Ability to understand and follow oral instructions.

Ability to write simple reports and maintenance logs.

Ability to effectively present information in one-on-one and small group situations to customers, clients, 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.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out detailed written or oral instructions.  
Ability to deal with problems involving a few concrete variables in standardized situations.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

A valid State of Oregon Motor Vehicle Driver's License is required. Ability to gain a State of Oregon motor vehicle commercial drivers license (CDL) is desirable.

**PHYSICAL DEMANDS** 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.

Ability to perform heavy manual labor for extended periods.

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

**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.

Ability to establish and maintain effective working relationships with other employees and the public.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The noise level in the work environment can be loud.