

CITY OF PORT ORCHARD

JOB DESCRIPTION

Job Title: Summer Parks Maintenance Employee

FLSA: Non-Exempt

Civil Service: Exempt

Department: Public Works

Reports To: Public Works Supervisor

This is a full or part-time position. It is not anticipated that he/she will be required to attend meetings during other than normal work hours; however, the employee may be called back to work before or after regularly scheduled work hours or on scheduled days off.

Major Function and Purpose

Under general direction of the Public Works Supervisor (M/F) or others as assigned, the parks employee is primarily responsible for landscape and building maintenance in municipal parks so that they are clean and attractive at all times.

General Function

Employee must have adequate knowledge of turf maintenance and be capable of trimming and pruning shrubbery. Responsible for the ongoing maintenance and appearance of city properties to ensure that they are attractive, clean, safe, and suitable for use by the public.

Supervision Responsibilities

Work direction of others on job sites may be exercised as approved by the Public Works Foreman. Work involves assigning projects to subordinates, coordinating field activities, ensuring that projects are completed as scheduled, establishing work priorities, and fully participating in all field activities. May direct work activities of seasonal workers.

Job Duties and Responsibilities

This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.

- Performs a wide variety of specific tasks, to include:
 - Cleaning equipment or areas using appropriate tools
 - Grooming and watering lawns and ornamental landscape areas
 - Applying weed killing chemicals
 - Trimming shrubbery
 - Performing all other aesthetic maintenance upon the city parks
 - Keeping buildings at parks and other city facilities in clean and in functional order
 - Performing routine inspections, repairs and maintenance on park and playground equipment, as needed
- Operates and competently uses a variety of tools and power equipment to perform job functions, including heavy equipment, power driven machinery, rotating machinery, and hand tools
- Repairs park structures, mowing and landscaping city parks and public grounds, installing underground irrigation systems, cleaning, painting and performing routine maintenance to public areas as required
- Digs up ground for flower beds, etc., using a pick, shovel, spade or other tools
- Moves debris, dirt or other material from one place to another using a shovel, rake or other tool
- Uses common hand tools, such as a hammer, saw, screwdriver or similar tools
- Performs duties of Public Works Employee, as directed

Knowledge, Skills and Abilities

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- Keen sense of attention to detail
- Ability to maintain plants and lawns in an aesthetically pleasing manner
- Ability to deal with the public
- Ability to read and comprehend instructions

Working Conditions

The employee may be exposed to many hazards. Among the hazards encountered are dampness, direct sunlight, dust, pollen, machinery or its moving parts, chemicals, pesticides, insecticides, insect stings, noisy work area, and noxious odors, fumes or chemicals.

Physical Requirements

The employee must have the skill and ability to operate lawn care equipment, including rotary and reel lawn mowers, weed-eaters, and chain saws, as well as common landscaping hand tools (i.e., shovels, rakes, hoes, etc.). The parks employee must have the overall stamina and ability to perform moderate to strenuous physical activity, including the ability to:

- Stand or walk for long periods of time
- Traverse rough terrain
- Work in or over water
- Work at heights or on scaffolding
- Lift or carry up to 50 pounds.

Job requirements include a need to climb, bend, and work in tight or confined areas. The incumbent must be able to hear alarms and have the ability to audibly identify the presence of a danger or hazard.

Recruiting Requirements

To perform in this position, the individual must possess or be qualified to attain:

- Demonstrated proficiency in the use of common hand tool
- Demonstrated proficiency in the use of landscaping tools and equipment
- Washington State Driver's License with a driving record acceptable to the City's insurance carrier
- High school diploma/GED
- Previous experience in parks maintenance desirable
- Certified in water by Department of Health
- All city employees must pass a pre-employment Drug Testing as prescribed by the City's Drug and Alcohol Testing Policy.

Experience and Training

Any combination of experience and training that provides the desired skills, knowledge and abilities.

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and requirements of the job change.