Seasonal Maintenance Worker Job Description

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY:

This is a full-time (40 hours a week) seasonal position, beginning in spring and concluding towards the end of the summer. The full-time seasonal maintenance worker performs manual work including basic grounds maintenance and improvements and assists with more involved tasks and projects (including irrigation, landscaping, etc.). Performs basic facility, playground, park maintenance repairs, improvements, and assists with more involved tasks and projects. Assists in identifying maintenance needs and maintaining applicable maintenance records. Performs other duties as required.

SUPERVISION RECEIVED AND EXERCISED:

This position receives direct supervision from the Maintenance Supervisor. This position does not supervise any other position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Must possess required knowledge skills, abilities and experience and to be able to explain and demonstrate, with or without reasonable accommodations that the essential functions of the job can be performed. Other related duties may be assigned.

Essential duties and responsibilities may include, but are not limited to, the following:

- Performs parks and grounds maintenance for properties owned by the City including City right of way and roadsides. Duties include mowing grass; operating a weed eater; planting, trimming and edging shrubbery, trees, grass and flowers; raking leaves; brush removal; chipping and removing trash and debris
- Operates hand tools; power tools; small equipment including zero turn mowers, and City vehicles
- Cleans drainage ditches and culverts
- Removes paint and graffiti
- Inspects equipment and performs preventive maintenance and repairs as needed
- Assists with special events

- Performs routine building maintenance and janitorial duties for City buildings
- Performs all duties in conformance to appropriate safety and security standards/policies
- Ensures all behaviors comply with the City's Personnel Rules and Regulations
- Assists Public Works with duties as needed
- Performs other duties as required

MINIMUM JOB REQUIREMENTS:

- Must be a United States citizen
- Must be at least 18 years of age
- Must meet one of the following educational requirements:
  - High school graduate, OR
  - Have passed a general educational development (GED) test indicating a high school graduation level
- Must be capable of performing all essential job functions
- Must possess and maintain valid, current driver license with acceptable driving record
- Must be available to work 7:00 a.m. to 3:30 p.m. Monday through Friday
- Must be able to operate machinery, tools, and equipment
- Must be able to work in confined spaces
- Must possess the vision, hearing, ability and dexterity necessary to operate motorized vehicles, equipment, tools and power tools; frequently required to stand, smell, talk, hear, walk, sit, stoop, kneel, crouch, climb, balance; lift up to 60 lbs., move by pulling, pushing, rolling objects exceeding 60 lbs.
- Must be able to perform tasks, primarily in outdoor environment in extreme weather conditions
- Must successfully pass a background check
- One (1) year experience in grounds maintenance is preferred

Knowledge of:
Basic methods and practices of building and grounds/landscape maintenance and repair. Operation and maintenance requirements of power-driven equipment. Proper techniques and uses of a variety of hand tools and power tools. Occupational hazards and standard safety practices. General departmental policies and regulations. Pertinent federal, state and local laws, codes and regulations.

Skills/Ability to:
Perform tasks, primarily in outdoor environment in extreme weather conditions. Perform duties under minimal supervision. Operate weed eaters, blowers and chain saws; hand tools; power tools; small equipment including zero turn mowers, City vehicles. Perform a variety of maintenance and construction tasks. Ability to be punctual and attend work regularly. Demonstrate effective communication of ideas both verbally and in written form using the English language. Sit, stand, walk, bend, twist, kneel, reach, push, pull, drag, and/or lift items, listen in person and over the telephone, communicate orally and use hands and fingers to handle, feel or operate equipment. Work extended hours, beyond the scheduled eight (8) hour shift as a result of operational necessities. Perform multiple tasks simultaneously, accurately and efficiently and be flexible as priorities change. Ability to learn new skills and techniques. Pay strong attention to detail. Effectively interact with coworkers to accomplish work. Work in a stressful environment and get along with the public and coworkers. Show independence and autonomy. Make quick and sound decisions in stressful situations. Effectively meet deadlines. Ability to accept

responsibility and account for his/her actions. Understand and follow City/Departmental policies, rules and regulations and carry out oral and written instructions.