



City of Duluth
3167 Main Street
Duluth, GA 30096
(770) 476-3434

JOB DESCRIPTION

JOB TITLE: **PARKS MAINTENANCE WORKER (JOB SERIES)**

DEPARTMENT: Parks & Recreation

SUPERVISOR: Assistant Director of Parks

DATE: 08/29/2023

EEO GROUP: 08 (Service-Maintenance)

FLSA: Non-Exempt ("hourly")

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer without notice as the needs of the employer and/or requirements of the job change.

JOB SUMMARY:

Employees in this position perform un-skilled or semi-skilled, manual work which is performed alone or as part of a crew, involving a variety of tasks in the cleaning and maintenance of City parks, grounds, buildings, and facilities.

Employees are required to perform moderately heavy physical labor in all types of outdoor weather using a variety of tools and equipment. Depending on their assignments, employees must be skilled in operating light and heavy equipment, and perform related duties as required.

Also included is assisting with set-up and clean-up of special events, and operating equipment specific to the area. Work involves interaction with other City employees, the general public, and other diverse groups. The employee is required to perform physical labor in all types of outdoor weather using a variety of tools and equipment.

This position requires working various days of the week (including many weekends), and various hours of the day, which are subject to change on a weekly basis depending on the events scheduled in the area. The employee must be able to work independently without close supervision. Will be on-call as necessary to take care of unexpected problems or emergencies.

DISTINGUISHING CHARACTERISTICS BETWEEN JOB TITLES:

Parks Maintenance Worker (Seasonal) is the job for workers who are hired only for the spring/ fall (baseball), and winter (basketball) seasons to provide temporary help during peak workloads. Seasonal workers are not eligible for regular status in the job series. Seasonal employees perform only work that is of a lower risk and less skilled nature, do not generally use power equipment, and perform job tasks involving less strenuous manual labor requirements than others in the job series. (Percentage ratings for performance evaluation purposes, shown below in the job task areas, do not apply to seasonal workers, since their assignments vary substantially from person to person.)

Parks Maintenance Worker I (PT, FT) is the entry-level job that all regular part-time or full-time Parks Maintenance Workers are normally hired at. A Parks Maintenance Worker I, as compared to the Parks Maintenance Worker II, is not expected to function at the same skill level and will usually exercise less independent direction and judgment on matters related to work procedures and methods. They generally perform less risky work, may use less power equipment, and may perform less strenuous manual labor.

Parks Maintenance Worker II is the fully-proficient level in the maintenance worker series and is available for employees who: (1) have successfully completed a 6-month “working test”, (2) have successfully completed their initial on-the-job training, (3) are qualified to perform substantially the full range of essential duties and responsibilities at a fully proficient level in their area of assignment, (4) are able to operate the full range of tools and equipment used in their assignment, and (5) possesses all knowledge, skills, and abilities required at the fully proficient level for their assignment. May also serve as crew leader and delegate tasks to other workers in this series. May assist with coordinating the scheduling of grounds maintenance contractors and sub-contractors. Only full-time employees are eligible for promotion to this level.

Parks Maintenance Worker II (Custodial) is a specialty assignment employee whose work is primarily custodial in nature.

Parks Maintenance Worker II (Landscape) is a specialty assignment employee whose work is primarily landscaping, turf management, and irrigation in nature. This position requires training and/or certifications in specific areas relating to this assignment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The specific duties, knowledge, skills, and abilities required for each work assignment will vary. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Not all employees in this series necessarily perform all these functions

1. Performs grounds and building maintenance duties at City park facilities including:

- Mows grass
- Removes leaves, weeds, and debris
- Empties, cleans, and sanitizes outdoor trash/garbage containers
- Collects trash and litter
- Cleans athletic fields (basketball, tennis, baseball, and soccer fields; tennis courts), park grounds and trails, restrooms, and other outdoor areas (pavilions, playgrounds, etc.)
- Prepares athletic fields with field markings as directed
- Plants and trims shrubs, plants, and flowers
- Clears weeds and brush
- Cleans outdoor drinking water fountains and maintain their cleanliness and appearance
- Keeps sidewalk areas neat and clean
- Performs painting, minor touch-up work, and other minor building maintenance tasks
- In winter, keep walkways clear of snow and ice
- Drive and operate specialty park vehicles
- Maintains power tools and equipment (checks oil, cleans air filters, mixes fuels, repairs spark plugs and weedeater heads)
- Assist in moving and installing recreation equipment
- Assist other workers with repairs
- Assist with repairs to playground equipment
- Repairs irrigation systems (Bunten Park, Towne Green) (certified skill)
- Manages and performs athletic turf maintenance (certified skill)
- Applies herbicide and pesticide to landscape and athletic fields (certified skill)
- Paint interior and exterior park facilities
- For special events:
 - Work special events planned at the Parks as required
 - Set up tables, chairs, trash cans, barricades, parking lot signs, etc
 - Arrange and set up/break down equipment in rooms for City-sponsored meetings and functions
 - Clean chairs, tables, and other equipment

2. Performs custodial duties at City park facilities including:

- Sweep, wet/dry mop, polish, and vacuum floors
- Shampoo carpets (using powered cleaning equipment), spot clean carpets as needed (including carpets on stairs)
- Wash walls, woodwork, windows and mirrors
- Dust all offices, office furniture, and books, polish desks, and other furniture
- Pick up trash and debris inside the building, empty trash containers, replace trash bags, sanitize trash cans (bleach, soap, and water), and take all trash to the trash dumpster
- Clean, disinfect, sanitize, and deodorize restrooms (including sinks, urinals, and toilets)
- Replenish restroom supplies (including towels, soap, toilet tissue, seat covers, and

- sanitary napkin dispenser)
- Clean and disinfect the kitchen and kitchen equipment (refrigerator, microwave, etc.)
- Clean tables and chairs furniture, sink countertops
- Replace light bulbs and clean light fixtures
- Adjust shades and blinds
- Keep interior windows and lower outdoor windows clean
- Clean air vents
- Vacuum blinds and window sills to keep free of dust.
- Care for indoor plants (dust artificial plants, water and fertilize real plants)
- Clean up spills
- Clean and disinfect inside drinking fountains
- Set up microphones and sound connections
- Adjust thermostats
- Set up and store whiteboards, easels, TVs, and other equipment as needed
- Assist groups/individuals using facilities as requested/required
- Clean up after City-sponsored events/meetings
- Clear clogged plumbing
- Perform minor, routine building repairs
- Perform minor repairs and adjustments to janitorial equipment, cleaning machines, and exercise equipment
- Shut off water to leaking plumbing fixtures
- Assemble storage units or shelves and attach them to walls, hang pictures, etc.
- assemble furniture
- Determine the need for supplies and request orders as necessary
- Store and restock cleaning/working supplies
- Organize supplies and equipment in building and storage containers
- Put up Christmas and other seasonal decorations inside the building, and at entrances; store decorations after use
- Maintain records of maintenance and cleaning activities, including work orders, and daily work logs/checklists
- Pick up and deliver supplies
- Checks in linens from linen service and puts away linens
- Prevent trespassing in and around the building and notifying supervisors or police of any suspicious or criminal activity
- Lock doors which should be locked
- Lock all doors and turn off lights when securing the building at closing when no other functions are scheduled for later
- Notify supervisors when any cleaning or maintenance of inaccessible areas is required when supplies are needed when any damage to the structure or equipment is noted, when repairs to any tools or equipment are needed, or when questions arise about any work-related issues

3. Maintains a safe work area, including:

- Places and removes cones, barricades, and warning devices at work sites to ensure the safety of the work crew and public
- Cleans up work sites upon completion of the job

- Picks up all tools and equipment
- Secures the job site if returning later
- Washes vehicles and equipment as needed
- Cleans up maintenance areas
- Maintains tools and equipment in safe and operable condition
- Safely use, mix, and dilute all chemicals according to direction labels
- When operating a motor vehicle, observe safe driving principles and practices

4. Performs additional duties, including:

- Assists other City departments as requested or required, particularly in emergencies
- Performs manual labor, including
 - Moves or aids in moving heavy boxes or equipment and large bulky objects
 - Loads and unloads heavy materials from trucks and other vehicles
 - Sets up and takes down chairs, tables, stages, and platforms at City events and/or City facilities
- Run minor errands for park staff
- Perform other related work as needed for Park operations

For Parks Maintenance Worker II Only-

5. Serves as a crew leader and may delegate tasks to other workers

PERFORMANCE RATING ASSESSMENT:

Performance rating percentages are shown below by job title/assignment:

Major Statement	PMW I	PMW II	PMW II – Custodial	PMW II - Landscape
1. Performs <u>grounds and building maintenance</u> duties at City park facilities	30%	45%	10%	50%
2. Performs <u>custodial</u> duties at City park facilities	30%	15%	60%	5%
3. Maintains a safe work area	20%	20%	20%	30%
4. Performs additional duties	20%	5%	5%	5%
5. Serves as a crew leader and may delegate tasks to other workers	N/A	15%	5%	10%

Essential Duties and Responsibilities of All City Employees:

1. Adheres to all applicable state and federal laws; local ordinances; and City and Departmental policies, procedures, rules, and regulations.
2. Endeavors to continuously improve the services provided to the citizens of Duluth.
3. Make positive suggestions for improvement

4. Performs other related duties and functions as directed, or which are readily apparent
5. Demonstrates good interpersonal communication skills with citizens, co-workers, and supervisors
6. Works as scheduled
7. Accepts and follows instructions, evaluation, and correction
8. Demonstrates interest and initiative in learning new techniques and procedures; attends scheduled training
9. Helps other employees when needed or asked
10. Assists in training new employees
11. Carries assigned workload
12. Performs other duties as may be obvious, necessary, or assigned

Peripheral Job Duties:

SUPERVISION RECEIVED:

The employee performs work under close supervision of the Assistant Director Parks. Work is checked while in progress and upon completion by supervisors.

EMPLOYMENT STANDARDS:

Employees must be at least 18 years of age and must be legally able to accept work in the United States.

Experience, Training, and/or Education:

Any combination of experience, training, and education that provides the required knowledge, skills, and abilities to perform the duties and responsibilities of the job will be considered.

A High School diploma, state-issued GED, or equivalent is generally required.

Previous experience in similar types of work is preferred.

Other Requirements:

Failure to: (1) obtain and maintain all required certifications, licenses, and commissions as required; or (2) failure to successfully complete all required training; or (3) failure to meet other job requirements may result in discipline, up to and including termination of employment.

1. Possession of a valid Georgia Driver's License for the type of vehicle operated is required within 30 days of hire and must be maintained throughout employment.

2. Acceptable Motor Vehicle Record (MVR) is required and must be maintained throughout employment
3. Obtain basic first aid and adult, child, and infant CPR certification, and maintain certification throughout employment; training available after employment
4. Playground Safety Inspector certification is highly desirable (www.npra.com)
5. Associate, Provisional or Certified Park and Recreation Professional desirable (www.npra.com)
6. Take and pass a drug screening test, a medical exam, and a physical ability test as determined by the assignment
7. Must be willing to respond to after-hours emergencies and to work outside of normal hours

For Park Maintenance Worker II (Landscape) Only:

8. Herbicide/ Pesticide certification for Turf Management (Georgia Department of Agriculture) <http://agr.georgia.gov/1pesticide-applicator-licensing-and-certification.aspx>
9. Irrigation training/certification (www.grpa.com)
10. Turf Maintenance training/certification (www.grpa.com)
11. Maintenance Management training/certification (www.grpa.com)

TOOLS AND EQUIPMENT USED:

While performing the duties of this job, and depending on their assignment, the employee uses and operates a variety of safety equipment, hand tools, motorized equipment, motor vehicles, and chemicals, including:

Safety Equipment

Traffic safety vest, gloves, goggles, dust mask, ear protection, rain gear, and phone.

Hand Tools

Common hand tools, manual hedge clippers, shovel, rake, hoe, mattock, axe, broom, and tampers.

Motorized Equipment

Gas chainsaw, gas riding, and push power lawn mower, gas weed eater, gas edger, gas hedge clippers, electric power saw, gas blower/vac, gas pressure washer

Motor vehicles

Automobiles and pickup trucks; and if assigned, specialty vehicles (such as Gator, field dragging machine, tractor, etc.).

Chemicals

Insecticides (including ant killer and wasp spray) and herbicides (weed killer); and commercial cleaning products

Custodial Supplies/Equipment

Mops, mop buckets, brooms, dust pans, floor scrubbers, floor buffers, carpet shampooers, hand trucks, 6-foot and 12-foot ladders, and extension ladders up to 30 feet

Miscellaneous

Keys

KNOWLEDGE, SKILLS & ABILITIES: (fully proficient level)

The requirements listed below are representative of the knowledge, skills, and abilities (KSAs) required for satisfactory performance of the job duties and responsibilities at a "Fully Proficient Level." Different job assignments may require differing knowledge, skills, and abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Knowledge:

Knowledge of basic methods, procedures, techniques, equipment, materials, hand and power tools used in maintaining park, athletic, and recreational facilities and grounds

Knowledge of safe work methods, safety precautions, and safety regulations related to grounds, buildings, and related facilities maintenance work, the maintenance of grounds and building facilities, and custodial work; particularly in the use of cleaning products and universal precautions relating to bloodborne pathogens

Knowledge of proper sanitary and safety precautions when handling trash, garbage, and other potential hazards

Knowledge of body mechanics necessary to safely lift and move heavy objects

Knowledge of Department and City policies, procedures, directives, rules, and regulations

Knowledge of geography, road network, traffic patterns, public facilities, and emergency facilities of the City

Knowledge of map formats and symbols used in reading maps

Knowledge of the principles of first aid and CPR

Knowledge of the proper use of insecticides, herbicides, and common cleaning chemicals.

Skill:

Skill in the operation of listed tools, equipment, and supplies; including manual dexterity

Skill in performing first aid and CPR techniques

Skill in properly placing cones, barricades, and warning devices at job sites

Skill in performing heavy physical labor

Skill in using body mechanics to safely lift and move heavy objects

Skill in the use of proper sanitary and safety precautions when handling trash, garbage, and other potential hazards

Skill in safely operating a motor vehicle, and in using safe driving principles and practices

Ability:

Ability to perform the essential duties and responsibilities of the job

Ability to safely, effectively, and efficiently use, operate, and/or apply assigned materials, supplies, tools, equipment, and vehicles

Ability to read labels on products, to safely and properly mix or dilute various chemicals and cleaning products, and to learn applicable safety requirements

Ability to prepare and maintain accurate and complete records, logs, and reports

Ability to be constantly alert and aware of the hazards involved and to apply safety practices and principles in reporting and preventing accidents

Ability to carry out duties according to federal and state laws and administrative regulations; city ordinances; Departmental policy, procedures, directives, rules, and regulations; and external directives

Ability to apply standard solutions to recurring situations

Ability to observe and analyze situations quickly and objectively and, using good judgment, determine an effective and efficient course of action to be taken with due regard to the task, hazards, situation, and circumstance

Ability to provide packaged information regarding the processes, procedures, and activities of the Parks and Recreation Department to the public

Ability to provide information and explanations of the processes and procedures of the Parks and Recreation Department to the public

Ability to handle difficult situations and emergencies in an effective, safe, timely and legal manner

Ability to recall and relate details of incidents to present information to concerned parties

Ability to understand, remember, and follow quickly and accurately oral, written, illustrated, or demonstrated instructions and procedures in the English language

Ability to complete the Department's training programs following employment/assignment

Ability to read and interpret maps to find locations and to give accurate directions

Ability to read, write, speak, and understand standard American English

Ability to perform basic arithmetic operations involving addition, subtraction, multiplication, and division

Ability to establish and maintain effective working relationships with a wide range of persons, including supervisors, peers, other city employees, contractors, and the general public

Ability to work effectively as an individual and as a team member

Ability to accept responsibility, acknowledge mistakes, and share successes

Ability to adapt to change and changes in work conditions, and work in an environment of growth and innovation

Ability to operate manual transmission vehicles (tractor, etc.) if assigned

Ability to problem-solve and make decisions

Ability to work varied shifts and outside of normal hours as required

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. Testing and/or evaluation of these requirements may be conducted as part of the selection process. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is:

- Frequently required to stand
- Frequently required to walk over rough, uneven surfaces;
- Frequently required to talk (to convey information, ask questions, etc.)

- Frequently required to hear ordinary conversations (such as questions from citizens/visitors, backup alarms on trucks, radio-dispatched calls, and calls for help/warnings from a co-worker, etc.)
- Frequently required to use their hands to finger, handle, feel, or operate objects, tools, or controls
- Frequently reach with hands and arms
- Occasionally required to maintain sustained periods of strenuous physical exertion
- Occasionally required to sit; climb ladders or steps, balance; push and/or pull; stoop, kneel, bend, crouch, or crawl
- Occasionally lifting moderately heavy items utilizing proper body mechanics and techniques
- Occasionally remain in uncomfortable physical positions

The employee must frequently lift and/or move up to 50 pounds, and occasionally assist in lifting and/or moving up to 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee must be able to smell smoke, natural gas leaks, and other hazardous odors.

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 essential functions.

While performing the duties of this job, the employee:

- Occasionally works in all outside weather conditions involving moderate risks, discomfort, and unpleasantness
- Frequently works near moving mechanical parts
- Occasionally works in high, precarious places
- Is frequently exposed to wet and/or humid conditions
- Is regularly exposed to the operation of equipment which causes loud noise levels and high vibrations
- Is regularly exposed to commercial cleaning products
- Is frequently exposed to fumes or airborne particles,
- Is occasionally exposed to insecticides/herbicides
- Is occasionally exposed to areas of low illumination and/or poor visibility

- May be exposed to blood and body fluids while cleaning restrooms and during trash collection

The noise level in the work environment is usually moderately loud but can rise to high levels during the operation of certain equipment, athletic games, and other similar events.

EQUAL OPPORTUNITY EMPLOYER:

The City of Duluth is an equal opportunity employer (EOE). In accordance with applicable Federal and State laws, the City of Duluth does not discriminate on the basis of race, color, religion, national origin, disability, age, gender, or other legally protected status or classification, except where dictated by requirements of the job, or within the limits imposed by law.

It is the policy of the City of Duluth to provide equal employment opportunity (EEO) for all applicants and employees. This EEO policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer, and other terms and conditions of employment.

AMERICANS WITH DISABILITIES ACT (ADA):

The City of Duluth, in compliance with Federal law, will provide reasonable accommodations to qualified individuals with disabilities.