



Position: Park Maintenance Worker I

Department: Maintenance

Salary Range: \$ 8.00/hour -\$13.00/hour

FLSA Status: Non-Exempt

Classification: Seasonal/Temporary

Position Summary

This position performs a variety of routine maintenance work related to Village streets and facilities.

Minimum Qualifications

Necessary Knowledge, Skills and Abilities: Must have the ability to follow written and verbal instructions; Communicate both verbally and in writing; General knowledge of methods, equipment, and materials used in the care and maintenance of parks; Knowledge of the hazards and applicable safety rules and precautions involved in equipment operation, park maintenance, and development; The ability to read and understand operating procedures, operating manuals, and material safety data sheets.

Essential Functions

The following functions are typical for this position. The omission of specific functions does not exclude them if the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Performs skilled duties related to the operation of motor vehicles, aerial buckets, tractors, mowers, street sweeper or related equipment used for construction, maintenance, and the repair of roadways;
- Cleans curbs, gutters and right-of-ways; Controls weeds and insects with chemical spraying;
- Maintains parks, grounds, facilities, and open space in a safe and aesthetically pleasing condition;
- Installs and repairs guard rails and fences;
- Performs tasks requiring the use of a variety of hand tools and equipment such as picks, shovels, rakes, weed trimmer, chain saws, and tampers;
- Performs basic repair work of a routine nature throughout the Village.

Peripheral Duties

Other duties as may be assigned.

Screening and Compliance

Formal application, rating of education and experience; Oral interview and reference check; Job related tests may be required. Employee must pass a physical exam, pre-employment drug screening, and background check.

Certifications, Licenses and Registrations

Driver's License Requirement:

Must have and maintain a valid NM State Driver's License or the ability to obtain a license within one month of employment.

Preferred certifications, licenses or registrations:

A Commercial Driver's License.

Note -- For any driver, driving record must always meet Village driving and insurability standards.

Supervision Received and Exercised

Works under the general guidance and direction of the Village Administrator and Mayor.

Physical Requirements and Working Conditions

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 with or without reasonable accommodations.

While performing the duties of this job, the employee is regularly required to use hands, fingers, handle, feel or operate objects, tools or controls, and reach with hands and arms. The employee frequently is required to stand, talk, and hear. The employee is regularly required to walk, sit, climb or balance, stoop, kneel, crouch, crawl, and work at heights (towers, poles, aerial bucket). Employee may work on uneven, natural ground surfaces, asphalt, cement, stairs, ladders, and scaffolding.

The employee must frequently lift and or move up to fifty (50) pounds and occasionally lift and/or move up to one hundred (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 may be exposed to hazardous chemicals or toxins; exposure to high levels of noise; exposure to excessive amounts of dust, flying particles, toxic vapors, fumes or mist; exposure to vibrations from equipment or operations; exposure to sharp objects; working outside in inclement weather conditions. The employee may be required to work nights, weekends, and holidays.

Equipment, Tools, and Materials

Motorized vehicles and equipment, including, pickup truck, utility truck, aerial bucket truck, street sweeper, tamper, saws, pumps, propane burner, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, mower, loader and backhoe.

Approvals and Acknowledgement

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.

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

Employee Acknowledgement: I certify by my signature below that I am able to perform the essential functions of this position with or without a reasonable accommodation.

Name: _____ Signature: _____ Date: _____

Approval: _____ Date: _____
Mayor, Larry Abraham

Approval: _____ Date: _____
Kelly Ward, Administrator

Revision History:

5/13/1998
7/20/2006
5/1/2015