

**City of Grants**  
**POSITION DESCRIPTION**

**POSITION TITLE:** Parks / Maintenance Laborer

**DEPARTMENT:** Maintenance

**JOB GRADE:** II

**FLSA STATUS:**

**REPORTS TO:** Director/Supervisor

**SUPERVISES:**

**POSITION SUMMARY:** This position will perform general maintenance, repairs, and installations at City Parks, medians, Right-of-Way areas, athletic fields, and municipal facilities. These responsibilities will require outdoor and indoor assignments assigned to the Parks/Maintenance Department. This position is a safety sensitive position.

**DUTIES AND RESPONSIBILITIES:**

The Parks/Maintenance Technician must be able to perform, but not limited to, the following essential job duties, with or without reasonable accommodation:

- Maintains, installs, and replaces landscaping in City Parks, Right-of-Way areas, medians, and municipal facilities.
- Cleans worksites and restores landscaping to original condition upon completion of maintenance work.
- Applies pesticides and herbicides to medians, parks and recreation areas to control weeds.
- Mows grass, trims trees, and pulls weeds, water grounds, in City owned areas.
- Remove trash and debris.
- Assist in setting up forms and pouring and finishing concrete.
- Paint, repair and maintain equipment, furniture, facilities and playground components.
- Install signs, irrigation components, and electrical fixtures.
- Maintain canopies and amphitheater.
- Scrape old paint and repaint of canopies, amphitheater facilities as needed.
- Paint and repair fences, materials and equipment as necessary.
- Clean mowers and perform preventative maintenance and equipment maintenance on all equipment and materials being used.
- Maintain safety regulations including wearing appropriate clothing, erecting proper barricades and signage.
- Inspect, clean, and maintain equipment and tools used to ensure they are in safe operating order.
- Perform routine inspections of assigned areas to detect any necessary repairs of hazardous conditions.
- Utilize proper safety precautions related to all work performed.
- May be required to assist in the setup, teardown, and cleanup for special events and meetings.
- May occasionally be required to work on-call, evenings or weekends.
- Assists with cemetery, streets, or other departmental operations when needed.
- Regular and consistent attendance for the assigned work hours is essential.
- Perform all job functions with special attention to good public relations, safety, health, and proper procedures.
- Perform Building Maintenance duties when required or needed.
- Follow a specific work schedule as directed.

**OTHER RESPONSIBILITIES OR JOB REQUIREMENTS:**

- Completes personal timesheet accurately and timely; clocks in and out through time-clock plus system daily/weekly and ensures time is reported on actual time worked.
- Snow removal as needed.
- Ensures that any on-the-job injury is reported immediately to Supervisor and Director; ensures compliance with all City of Grants Policies and Procedures. Ensures any reports of harassment are immediately reported so appropriate actions are taken. Reports any suspected fraud and/or abuse to the Director or City Manager.
- Assists in inventory of supplies, building and grounds.
- The above statements are not a complete list of all responsibilities and duties performed by employees in this job. As a condition of employment, employees are required to perform other duties and special projects as assigned.

**MINIMUM QUALIFICATIONS:**

- High School diploma, GED or equivalent.
- Must have oral and written communication skills in English.
- One-two years' experience in lawn care/park maintenance, small engines mechanics, facility building maintenance, and or remodeling is preferred or the ability to learn the job through on the job training.
- Knowledge of proper sequence of activities required to perform the job.
- Valid NM Driver's license and have and maintain a good driving record.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of Park and Recreation facility maintenance, repair, and construction methods and practices.
- Knowledge of general maintenance and repair techniques for common tools and equipment used in general construction and maintenance work; and their basic safety precautions and procedures.
- Knowledge of operation and maintenance of assigned light equipment, power and hand tools.
- Knowledge of safe handling techniques of hazardous chemicals and materials.
- Knowledge of mechanical principles.
- Knowledge of safe and efficient operations of various types of vehicles including a backhoe, lawn maintenance equipment and tools associated with building maintenance and care of parks athletic fields.
- Knowledge of English usage, spelling, grammar and punctuation.
- Knowledge of City of Grants Policies and Procedures.
- Ability to establish and maintain an effective working relationship with co-workers and supervisors.
- Ability to perform repetitive work on a continuous basis.
- Ability to move hands easily and skillfully to handle/operate tools and/or machines to perform required tasks.
- Ability to understand city policy and procedure in relation to the job position, safety, and health.
- Ability to perform a variety of different types of tasks without the variety itself causing a loss of efficiency.
- Ability to follow verbal instructions that require individual thought to complete the task or a series of tasks.
- Ability to perform activities of a routine, concrete, or organized nature.
- Ability to work independently in the absence of supervision.
- Ability to engage in strenuous physical activity in all weather conditions.
- Ability to perform heavy lifting.
- Ability to be punctual and regular in attendance.
- Ability to efficiently operate a City motor vehicle is required; un-aided physical mobility including continuous long-distance walking and manipulating objects is required.
- Skills in operating assigned equipment, tools, and vehicles.
- Skills in effectively communicating information and responding to questions from the public and employees.

**GENERAL CONDITIONS:**

Residency: Employee must reside within reasonable commuting distance of the worksite.  
Code of Conduct: The employee is accountable for being informed or and complying with the City's code of conduct.  
Attitude: Employee is expected to exhibit a positive, constructive and cooperative attitude in the workplace and with the general public.  
Initiative: Personal initiative, mature self-direction and responsibility are expected of the employee.  
Travel: Performance of this job is subject to moderate vehicular travel within the city.  
Limitations: Employee is responsible for informing the employer of any physical, mental, or other factors which may substantially affect or limit ability to meet the demands of this position.

**SUPPLEMENTAL REQUIREMENTS:**

**PHYSICAL DEMANDS:** The physical demands describe 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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee may be subject to extended periods of sitting, standing, bending, reaching, kneeling, entering closed spaces, climbing ladders, and lifting. May be subject to occasional carrying, pulling and crouching; May be exposed to traffic, extreme weather conditions, hazardous chemicals, fumes, heights, confined spaces, trenches, air and water borne pathogens, body fluids, infectious diseases, rodents and insects; frequently is required to stand and talk or hear.

The employee must frequently lift and/or move up to 50 pounds and occasionally 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 the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative 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.

Work is performed in a construction site/outdoor environment; may be subject to walking on uneven or unstable terrain; may be subject to repetitive motion and heavy manual labor such as painting, digging, building concrete forms, transporting, delivering, and pick up trash containers and recyclables. Noise and vibration of electrical/mechanical equipment occurs frequently; Possess ability to adapt to inclement weather conditions and/or situations, ability to drive; Perform duties and adapt to flexible work schedules as established by supervisor which includes irregular schedule, occasional weekends, holidays, and scheduled work hours beyond normal business hours. Ability to work in stressful environment and deal effectively with stress.

The noise level could be moderate to loud.

**NOTHING IN THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT.**

**Nothing in this job description restricts ability to assign, reassign, or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the City’s current assignment of essential functions. Those functions may change at any time as the needs of the City change or for other reasons deemed appropriate by the City.**

**CITY MANAGER'S SIGNATURE:** *the following signature indicates that the City Manager has approved this position description as of the date of signature.*

\_\_\_\_\_  
City Manager

08/13/2021  
Date

**EMPLOYEE'S SIGNATURE:** *the following signature indicates that the employee has read and understood the terms of this position description as of the date of signature:*

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date