



City of Grants

POSITION DESCRIPTION

POSITION TITLE: Parks and Facilities Maintenance – Laborer

DEPARTMENT: Parks and Facilities Maintenance JOB GRADE: II

REPORTS TO: Parks and Facilities Maintenance Supervisor / Public Works Director

SUPERVISES: N/A

POSITION SUMMARY: Under general supervision, this position will perform general maintenance, repairs, and installations at City Parks, medians, Right-of-Way areas, athletic fields, and municipal facilities. This is a working position, and performs all duties required or appropriate. These responsibilities will require outdoor and indoor assignments assigned to the Parks/Maintenance Department.

This is a safety sensitive position.

PRINCIPLE DUTIES, RESPONSIBILITIES, & REQUIREMENTS:

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

- Responsible for general maintenance, repair and upkeep of the City's Property and Facilities.
- Works with Department Heads and Supervisors to assure facilities are well maintained and safe.
- Responsible for the maintenance of grounds keeping within the City's Properties and facilities to include mowing, weed eating and pulling, trimming of trees and bushes, watering grounds, and snow removal of parking lots and sidewalks.
- Operate necessary equipment such as tractors, mowers, weed eaters, hand and power tools, etc., following safety policies and procedures and caring for and properly maintaining all park and building related equipment and supplies.
- Notate possible safety hazards or causes of injury and react accordingly.
- Performs general maintenance and repairs as required.
- Understands and implements policy and procedural changes as required.
- Troubleshoots and/or repairs small equipment/appliances (i.e. stoves, heaters, lawnmowers, etc.).
- 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.
- Removes trash and debris.
- Assists in setting up forms and pouring and finishing concrete.
- Paints, repairs and maintains equipment, furniture, facilities and playground components.
- Installs signs, irrigation components, and electrical fixtures.
- Maintains canopies and amphitheater; including scraping old paint and repainting of canopies, amphitheater facilities as needed.
- Assists in preparing parks and City Hall for special events; assist with set-up and clean-up as required.
- Paints and repairs fences, materials and equipment as necessary.
- Maintains safety regulations including wearing appropriate clothing, erecting proper barricades and signage.
- Performs routine inspections of assigned areas to detect any necessary repairs of hazardous conditions.
- Assists with cemetery, streets, or other departmental operations when needed.
- Performs Building Maintenance small engine repair duties when required or needed.

PRINCIPLE DUTIES, RESPONSIBILITIES, & REQUIREMENTS - CONTINUED:

- Assists in inventory of supplies, building and grounds.
- Utilizes proper safety precautions related to all work performed.
- Performs or insures that routine cleaning and regular or preventative maintenance is completed to maximize the life to the equipment and materials being used.
- Maintains maintenance equipment, vehicle and work areas to insure for safety of staff, clients and visitors.
- Attends meetings and trainings as needed to maintain job knowledge and as required by the job.
- Regular and consistent attendance for the assigned work hours is essential.
- Performs all job functions with special attention to good public relations, safety, health, and proper procedures.
- Follows a specific work schedule and performs work tasks as directed.
- May occasionally be required to work on-call, evening, or weekend schedules.
- Performs other duties as assigned by supervisor or Public Works Director which are consistent with the position, and in compliance with the City's Policies and Procedures.
- Completes personal timesheet accurately and timely; clocks in and out through time-clock system daily/weekly and ensures time is reported on actual time worked.
- Ensures that any on-the-job injury is reported immediately to Supervisor & Human Resources; 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.
- Performs other professional, administrative and public duties as appropriate, feasible, and assigned.

The above statements and duties are normal for this position but dependent upon the level of skill, ability, and experience of the individual. They are not a complete list of all responsibilities and duties performed by employees in this job and are not to be construed as exclusive or all-inclusive. As a condition of employment, employees are required to perform other duties and special projects as assigned.

MINIMUM QUALIFICATIONS & OFFICIAL REQUIREMENTS:

- High School diploma, GED or equivalent.
 - Must have oral and written communication skills in the English Language.
 - One to Two (1 - 2) years' experience in lawn care/park maintenance, small engine mechanics, basic welding skills, facility building maintenance, and/or remodeling, is preferred; or the ability to learn these job skills through on the job training
 - Knowledge of proper sequence of activities required to perform skilled maintenance jobs.
 - Must possess or be able to acquire a New Mexico Driver's License and have and maintain a good driving record.
 - Must pass a pre-employment drug test and extensive background check.
- A comparable amount of training and experience may be substituted for the minimum qualifications.*

KNOWLEDGE, SKILLS, & 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 materials, methods, terminology, equipment and tools used in maintenance, repair, plumbing, heating, electrical, mechanical and painting work.
- 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, equipment safety systems and processes.
- 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, SKILLS, & ABILITIES - CONTINUED:

- Knowledge of office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Knowledge of City's political environment and sensitivities with thorough understanding and ability to function effectively within that environment.
- Knowledge of English usage, spelling, grammar and punctuation.
- Ability to perform repetitive work on a continuous basis.
- Ability to understand City of Grants 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 accurately analyze problems and identify solutions.
- Ability to demonstrate attention to detail.
- Ability to demonstrate awareness of occupational hazards and utilize standard safety practices.
- Ability to efficiently operate a City motor vehicle is required; un-aided physical mobility including continuous long-distance walking and manipulating objects is required.
- Ability to read and understand instructions, plans and specifications, including how to read blueprints and system schematics.
- Ability to interpret and effectively communicate any pertinent department information to co-workers and supervisors, public and private groups, and the general public.
- Ability to perform skilled and complex maintenance duties and operate related equipment in order to complete repair work of grounds and facilities.
- Ability to operate a variety of motorized and hand tools and equipment proficiently in a safe and effective manner.
- Ability to operate office equipment including computers and supporting word processing, spreadsheet, and database applications in order to update records, create work orders, download information, and prepare reports.
- Ability to effectively communicate clearly and concisely, both orally and in writing.
- Ability to listen for understanding and share information clearly and persuasively.
- Ability to work cooperatively with diverse groups, including City employees, other agencies, and members of the public.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to effectively represent the City in situations which are potentially adversarial or stressful.
- Ability to multi-task and able to move forward on and track multiple priorities; take initiative and work independently, using good judgement about when to check-in to provide updates or seek additional direction; and meet deadlines
- Ability to work occasional weekends, evenings, or holidays; and maintain regular and punctual attendance.
- Ability to keep confidential matters confidential.
- Ability to engage in strenuous physical activity in all weather conditions and perform heavy lifting.
- 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: Employee is accountable for being informed of 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: Employee must exhibit high levels of personal initiative, mature self-direction and responsibility, and leadership are expected of the employee in this position.

Travel: Job performance is subject to moderate in-City vehicular travel and occasional external travel.

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 the position.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

PHYSICAL DEMANDS: The physical demands described here are a 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 essential duties and marginal functions of this job, physical performance abilities including heavy lifting and carrying of up to 80 pounds. Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; and may frequently include stooping, balancing, bending, kneeling, crouching, crawling, climbing; use of hands and fingers: to handle or feel, and reach or pull; speak and hear; use close and distant vision, color vision, peripheral vision, depth perceptions, and ability to adjust focus; must utilize auditory, and sensory abilities constantly on the jobsite. Must be able to operate assigned equipment and vehicles. Must be able to verbally communicate, in addition to reading and writing, to exchange information.

WORK ENVIRONMENT: Work is performed in both indoor and outdoor environments; exposure to all weather conditions and under sometimes extreme weather conditions, traffic, with exposure to a variety of safety hazards, including mechanical and electrical hazards, hazardous chemicals, fumes, heights, confined spaces, trenches, air and water borne pathogens, body fluids, infectious diseases, rodents and insects. Exposure to dust, dirt, heat, cold, humidity, rain, heights, fumes, odors, vibrations, and loud noise, constant noise; work on slippery or uneven surfaces; work with water; work with various tools and equipment; work near vehicle traffic; and work in areas of extreme height may occur. Incumbent 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. Frequently required to stand, wand talk, or hear.

Incumbent is required to wear uniform and maintain a well-groomed/neat appearance due to high public visibility. Safety equipment is provided and must be worn as required according to departmental procedures and good safety practices. Frequent travel from site to site is necessary.

Employee must possess ability to: adapt to inclement weather conditions and/or situations, and maintain ability to drive in various weather conditions; 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. The ability to work in a high sensory area, and under a stressful environment and deal effectively with such stress, is necessary.

The noise level in the work environment may reach high levels, and can be at consistent levels of frequency.

EXAMPLES OF WORK EQUIPMENT: Automobiles and heavy equipment/machinery may be utilized in various weather and environmental conditions. Use of landscaping equipment, such as, tractors, mowers, weed eaters, hand and power tools, etc. Noise and vibration of electrical/mechanical equipment occurs frequently.

The employee will have frequent contact with other employees in the assigned department, and may be required to interact with employees outside of the department, and must remain calm and professional in tense, emotionally charged, and stressful situations. The employee is constantly required to change tasks frequently and to perform tedious exacting work. The employee may face difficult and stressful situations, and may be required to work under time pressures to meet deadlines, to perform multiple tasks simultaneously, and to work closely with others as part of a team.

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

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