



PARKS MAINTENANCE TECH. JOB DESCRIPTION

Position Title:	Parks Maintenance Technician	Reports To:	Parks Director
FLSA Status	Non-Exempt	Department:	Parks and Recreation
Revision Date(s)	November 2024	EEO Class	Service-Maintenance

JOB SUMMARY:

The employee is responsible for general maintenance to the Parks and Recreation Department's equipment, facilities, and grounds. The employee will use motorized and hand-held tools daily to assist in the completion of tasks. Will assist in providing a safe environment for all park users. The employee will mow athletic fields and common spaces and make daily preparations to facilities and grounds for public use. This position will be under the supervision of the Parks Director. Occasionally performs additional duties or emergency duties after normal work hours when required. This position is classified as safety-sensitive, and subject to pre-employment and random-selection drug screening.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. *Other duties may be assigned. 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 the essential functions*

- Opens, inspects, and prepares park facilities and grounds for daily use;
- Mows the athletic fields and common areas with riding and push mowers according to a schedule and trims with a weed eater;
- Assists with athletic field maintenance, preparation, and fertilization;
- Inspects and repairs park equipment daily;
- Maintains and cleans equipment and tools regularly;
- Inspects equipment for proper safety requirements;
- Performs general small engine preventive maintenance to equipment;
- Wears required Personal Protective Equipment at all times;
- Assists in the daily opening and/or closing of athletic fields and parks facilities;
- Performs additional duties or emergency duties after normal work hours and weekends when requested by Parks Director;
- Other related duties may be assigned.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

KNOWLEDGE

- Knowledge of safe practices used in the operation of assigned equipment;
- Knowledge of general equipment, facilities, and grounds maintenance methods;
- Knowledge of the routine care and use of motor vehicles;
- Knowledge of materials used in general construction;
- Knowledge of use of basic hand tools and equipment; and
- Knowledge of occupational hazards and safety precautions.

SKILL

- Skill in safe operation of power tools and equipment used in groundskeeping and maintenance;
- Skill in operation of motor vehicles;
- Skill in report completion and basic mathematic computation;
- Skill in operation of shop equipment used to maintain power tools and maintenance equipment;
- Skill in operation of all-terrain vehicles and commercial mowing equipment;

ABILITY

- Ability to learn and apply landscaping fertilization techniques;
- Ability to learn basic arborist techniques (tree and shrub trimming);
- Ability to learn operation techniques of backhoe and applicable heavy equipment;
- Ability to work in various weather and environmental conditions;
- Ability to communicate effectively with others;
- Ability to interact professionally with park users, the general public, and coworkers.

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EDUCATION and/or EXPERIENCE:

- Must be 18 years of age.
- High school diploma or HiSet/GED preferred.
- 1 or more years of related experience preferred.

LICENSES & CERTIFICATIONS:

- Valid driver’s license.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The employee is regularly required to see, talk, and hear and perform the physical activities marked below.

Activity		Check 1 column for Frequency of Occurrence		
Check Applicable Activities		Occasionally < 1/3 of the time	Frequently 1/3–2/3 of the time	Regularly >2/3 of the time
X	Standing			X
X	Walking/Running			X
X	Climbing: Stairs, Ladders, walls		X	
X	Sitting	X		
X	Balancing		X	
X	Bending/Stooping/Kneeling/Crawling		X	
X	Twisting		X	
X	Squatting		X	
X	Grasping/Squeezing/feeling		X	
X	Repetitive movements w/hands			X
X	Reaching/working overhead		X	
X	Lift &/or carry up to 20 lbs.			X
X	Lift &/or carry up to 50 lbs.		X	
X	Lift &/or carry up to 100 lbs.	X		

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The position is subject to outside environmental conditions, extreme weather, atmospheric conditions, noise, traffic, and other hazards. The position may be exposed to hazardous chemicals and is required to wear specialized PPE (Personal Protective Equipment) as appropriate. This position often performs under moderately stressful conditions, occasionally on weekends, and holidays. This position requires basic decision making while performing work. Mental demands are occasional and moderate.

Job Description Acknowledgment: I understand that **this job description is not a contract of employment** between the City of Algood and me. Also, I understand that my duties may not be limited to those duties written in the job description, and that the City of Algood may assign other duties as needed. I have received a copy of the job description, have read it, and understand the essential functions of the role. By signing below, I acknowledge that I can perform the essential functions of the as it is described in the job description above.

Employee Name (Please Print): _____ **Date:** _____

Employee Signature: _____