



## Maintenance Worker – Parks & Recreation

EEO Class Code: Laborers & Helpers

Union Status: Unclassified

FLSA Code: Non-Exempt

# The Town of Pembroke Park Job Description

**Department:** Public Services

**Supervises:** None

**Position Reports To:** Park & Recreation Maintenance Crew Leader

**Sworn:** No

### Job Specifications

#### NATURE OF WORK

Under general supervision by the Park Maintenance Crew Leader, the job of the Parks Maintenance Worker entails performing a variety of routine grounds and facilities maintenance activities such as mowing and edging lawns, planting, trimming hedges, painting, tree trimming, basic electrical and plumbing work, and minor construction. Performs these tasks involving above-average physical effort, and operation of power tools and equipment requiring problem solving skills and the ability to work without constant supervision once tasks are learned and assigned.

#### ILLUSTRATIVE TASKS

Tasks required of those in the position of Maintenance Worker – Parks & Recreation include but are not limited to:

- Perform routine grounds and facilities maintenance activities such as mowing and edging lawns, planting, trimming hedges, painting, tree trimming, basic electrical and plumbing work, and minor construction.
- Layout, plant, trim, weed, fertilize, and apply mulch to flower and landscape beds.
- Clean graffiti from Town parks and facilities.
- Conduct pressure wash in parks sidewalks, paths, and buildings.
- Clean and maintain buildings and recreation facilities as needed, including painting and light construction.,
- Ensure that the playground area and exercise stations are clean, well-maintained, and free of any hazards.
- Secure various Town parks, recreation facilities and vehicles.
- Set up and breakdown of chairs, tables, and other equipment for Town activities and events.

- Pick-up and dispose of dead animals if needed.
- Receive procured items for parks & recreation operations by loading and unloading materials on trucks; transport employees, materials, tools and/or equipment to and from appropriate locations.
- Notify and report needed materials and supplies.
- Visually check equipment and conduct repairs on a regular basis by confirming equipment is operational, serviced and cleaned.
- Conduct the installation and maintenance of irrigation systems, equipment, and related components.
- Conduct repairs of irrigation systems as needed.
- Perform custodial and general maintenance work for the Town's parks and recreation facilities and grounds.
- Perform general maintenance of the community garden such as fertilization, planting, landscaping, and other assigned tasks or projects as requested.
- Assist and support Public Services division maintenance crew as needed.
- Conduct emergency preparedness activities in the event of a natural or man-made disaster and serve as essential personnel for relief and clean-up efforts.
- Conduct preventative maintenance on equipment, deliver Town vehicles for repairs and maintenance as needed, and maintain repair records and log.
- Abide by general safety practices while conducting daily work, including wearing protective equipment such as eye/face protective gear, ear protection, gloves, steel-toe boots, and other equipment as necessary based on the tasks.
- Essential employees during natural disasters or emergencies.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Employees in the position of Maintenance Worker – Parks & Recreation should have:

- Knowledge of equipment, materials, and tools used in minor construction, grounds maintenance, utilities, and routine painting work.
- Knowledge of basic electricity and plumbing.
- Knowledge of proper safety practices, procedures and regulations applied to work being performed.
- Knowledge of the equipment, methods and materials used in ground maintenance.
- Knowledge of the proper methods and procedures used in cleaning work areas and equipment.
- Skill in the use and care of tools, equipment, and materials.
- Skill in establishing and maintaining good working relationships with other Town employees and the public.
- Ability to take oral and/or written instructions.

## **MINIMUM REQUIREMENTS**

- Valid Florida Driver's License.
- High School Diploma or GED equivalent.

- Proficiency in the English language.
- Minimum of three (3) years of experience in construction, landscaping or a related field.
- Back-Hoe Operator Safety Certification or Tractor Certification (to be acquired within one (1) year period of start date).
- Basic Tree Trimming Certificate (to be acquired within one (1) year period of start date); Basic Tree Trimming License Preferred.
- LTD Commercial Fertilizer Applicator Holder Certification Preferred.

An equivalent combination of education and experience may be considered.

## **PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT**

The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to perform the basic life functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, pushing, pulling, grasping, talking, and hearing.
- Must be able to perform heavy work exerting, moving, or carrying up to fifty (50) pounds of force occasionally.
- Must possess visual acuity necessary to read maps and diagrams, to operate a vehicle, and to read and prepare records.
- The employee is subject to working in inside and outside environments including extreme hot and cold weather and work hazards including loud noise, vibrations, moving mechanical parts, exposure to chemicals, fumes, odors, poor ventilation, and oils.
- The physical environment requires the employee to work inside and outside in heat/cold, wet/humid, and dry/arid conditions.
- May be requested to work overtime and weekends for special town events, activities and emergencies.