



JOB DESCRIPTION-PARKS ASSISTANT

EMPLOYMENT STATUS:

Type: Full Time / Insurance Benefits / Vacation

Hours per Week: 40 / Subject to 24-hour call in

Hourly Rate: \$14 - \$16 DOQ

Hours of Operation: Monday – Friday 8:00 a.m. – 5:00 p.m.

Workload: Heavy

Department: Parks and Recreation

NATURE OF WORK:

The City is seeking a self-motivated and organized individual to assist the City parks staff perform a variety of semi-skilled and technical tasks in the maintenance and operation of buildings, grounds, open spaces, and pool maintenance.

ESSENTIAL JOB FUNCTIONS:

Duties may include, but are not limited to, the following:

- Operate mowers, tractors, vehicles and other small equipment;
- Utilize a variety of hand and power tools in park landscape maintenance work;
- Assist in routine maintenance of such equipment;
- Complete work orders as requested; plant trees, shrubs and flowers; prune trees; fertilize and mulch flower beds; pull weeds from flower bed; water plants and trees; and use chemicals in the treatment of insects and weeds;
- Prepare and maintain athletic fields and related facilities
- Maintain City-owned parkland and rights-of-way by mowing and trimming areas; prepare athletic fields, clean facilities and remove litter; conduct visual inspections of park areas; and report problems or safety concerns to supervisor;
- Perform general carpentry, painting, electrical, plumbing and irrigation repair; repair park buildings, grounds and infrastructure; perform routine maintenance and related preventative maintenance;
- Plan, implement and complete basic construction projects; assist with special events; and assist in emergency operations; This position is considered Essential Personnel;
- Assist with repair of irrigation in all parks and recreation systems;
- Perform other related duties as assigned;

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Proper methods, tools, materials, and equipment used in grounds maintenance work.
- Safe work practices.
- Basic construction and repair methods.

Communication Skills:

- Ability to write, read and comprehend simple instructions, short correspondence, and memos.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Ability to send emails and text messages using smart phones.

Ability to:

- Perform semi-skilled landscape maintenance work.
- Operate a variety of tractors, mowers, edger, and other equipment.
- Perform repairs on buildings, pool pumps, athletic fields and other facilities.
- Establish and maintain effective working relationships with those contacted during work.

PHYSICAL REQUIREMENTS:

For indefinite periods of time - mobility within an office and field environment; exposure to fumes, odors, dust/mites, electrical, mechanical and chemical hazards; exposure to extreme cold, heat, temperature swings and constant noise; walking; twisting body; working in trenches; stooping; standing; squatting; sitting; seeing; kneeling; grasping; climbing; cleaning; reading; decision making; reaching above shoulder level; pushing and pulling up to 200 pounds, lifting and carrying up to 150 pounds; using both hands for simple and firm grasping; clarity of hearing; fine finger manipulation; operation of a tree spade, stump grinder, chipper, mower deck, tractor, dump trailers, weed eater, lawn mower, blower, and a variety of hand tools; operating a motor vehicle through city traffic.

EDUCATION:

High School Diploma or General Educational Development (GED) Certificate and a minimum of two (2) years professional ground maintenance and construction preferred

REQUIRED CERTIFICATES AND LICENSES:

Valid Texas motor vehicle operator's license