

**JOB DESCRIPTION**

**Maryville Parks & Recreation**

1407 N. Country Club Road Suite 200, Maryville, MO 64468

Office 660.562.2923 · Fax 660.562.3829

**Job Title:** Maintenance Worker **Employment Type:** Full Time

**Department:** Parks Division **Exempt Status:** Non-Exempt

**Supervisor’s Title:** Parks Supervisor **Date Modified:** 9/19/2017

**Salary Range:** $22,880 - $36,816

**JOB SUMMARY:**

This is a non-exempt position that reports directly to the Parks Supervisor. Under the direction of the Parks Supervisor, this position is responsible for all maintenance functions of the Park System including the playgrounds, trails, athletic fields, courts, aquatic center, community center, ponds, shelters, trash receptacles, landscaping, bathrooms, water fountains, and general infrastructure, assuring for a clean and safe environment. Primary maintenance functions include inspection of park conditions, facility and grounds maintenance, trash removal, pre-construction preparations, and repair work.

**ESSENTIAL FUNCTIONS:**

**Maintenance Duties**

* Assists with all maintenance activities related to Maryville Parks and Recreation with the primary focus on the parks.
* Maintains the overall park grounds as directed by the Parks Supervisor.
* Maintains areas including, but not limited to: playgrounds, restrooms, athletic fields and courts, ponds, and facilities.
* Installs and maintains landscaping. Mows grass, rakes trimmings, prunes and trims trees and shrubs. Maintains ornamental shrubbery and prepares flower beds, keeping records as needed.
* Operates, services, cleans, and makes minor repairs to grounds maintenance equipment, including sharpening and maintaining hand and power tools, mowers, tractors, and small equipment. Performs scheduled preventative maintenance on equipment.
* Performs maintenance repairs on aquatic pumps, motors, filters, and water features.
* Inspects assigned grounds, facilities, and other areas for needed maintenance, repairs, or cleaning.
* Maintains the playgrounds and ballfields to ensure trash and sharp objects are removed.
* Collects and removes trash and debris from public areas. Empties barbeque grill debris.
* Conducts daily/weekly/quarterly inspections of the facilities, playgrounds, and equipment assuring that they are safe, accessible, and in proper working order. Keeps an accurate record of inspections.
* Maintains safe conditions on the walking trails, sidewalks, and parking surfaces.
* Performs snow and ice removal from park roads in a timely manner. Maintains a state of readiness when storms are forecasted, and ensures the safety of park guests.
* Prepares the set-up, clean-up, and breakdown of special events and tournaments.
* Maintains an understanding of the inventory, equipment, chemicals, and supplies needed to maintain the park, assuring accuracy.
* Ensures that cleaning, security, and safety regulations are followed.
* Assist the Park Supervisor with the daily scheduling and supervision of part time maintenance employees. Will assume administrative and technical supervision of part-time employees during the Park Supervisor’s absence. Acts as a role model, assuring professionalism.
* Maintains an awareness of all park policies, procedures, and practices, assuring thoroughness and accuracy.
* Provides recommendations to the Park Supervisor regarding changes to procedures and future planning.

**CONSTRUCITON & REPAIR ACTIVITIES**

* Repairs, sands, scrapes, paints, or stains tables, benches, fences, signs, doors, windows, roofs, and structures.
* Performs repairs related to carpentry, roofing, plumbing, fabrication, painting, concrete, landscaping, mechanical projects and infrastructure, assuring completeness and safety for self and all others.
* Assists with pre-construction projects for trails, buildings, and landscaping. Runs heavy equipment such as skid loaders, tractors, mowers, and dump trucks.
* Builds, installs, maintains, and repairs fences, playground equipment, barbeques, picnic tables, roofs, windows, doors, and floors.
* Excavates, grades, and prepares ground surfaces for concrete applications. Fabricates concrete structures such as foundations, footings, and slabs by building forms, cutting and tying rebar, and pouring and finishing concrete. Patches or repairs damaged areas or holes with premix.
* Assists City of Maryville departments with construction and building projects.

**SECONDARY FUNCTIONS**

* Accomplishes organization goals by accepting ownership for completion of new and different requests.
* Performs other duties as assigned for the effective operation of Park and Recreation.

**SUPERVISORY FUNCTIONS**

* Supervises part-time employees as assigned.

The knowledge, skills and abilities are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**KNOWLEDGE, SKILLS AND ABILITIES**

* General knowledge of construction, hand tools, and landscaping equipment.
* Skill in analytical and conceptual thinking.
* Skills in setting priorities, organizing workload, handling multiple responsibilities, and meeting deadlines.
* Skill in evaluating alternatives and making effective decisions.
* Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.
* Ability to speak effectively with customers or employees of the organization.
* Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.
* Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
* Ability to operate computers and software necessary to complete assignments, which may include processing, spreadsheets, databases, global-positioning equipment, software downloads from systems, etc.
* Ability to work cooperatively.
* Ability to work with and get along with others.
* Ability to carry out duties reliably and predictably.

**EDUCATION AND EXPERIENCE**

* High School diploma or equivalent required
* Valid Missouri Drivers required
* Two years related experience and/or training preferred

**PHYSICAL CONDITIONS**

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.

* Ability to lift or carry objects between 15 – 50 pounds
* Ability with assistance to lift, move, or pull objects between 51 – 100 pounds
* Ability to bend, push, pull, grasp, climb, and reach

**WORKING CONDITIONS**

The work environment characteristics described here are representative of 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.

While performing the duties of this job, the employee is occasionally exposed to toxic or caustic chemicals. The employee is occasionally exposed to moving mechanical parts and fumes or airborne particles. The employee is occasionally exposed to outside weather conditions; risk of electrical shock.

The noise level in the work environment is usually average with it becoming louder while operating equipment. The level of work is heavy and involves –general maintenance, physical labor, shoveling snow, and some computer work involved. Duties are generally performed outdoors in all types of weather conditions.

The work schedule is generally 40 hours per week on the weekdays, with the ability to work additional hours and some weekends as required.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.*