

Job Description



Facilities/Grounds Maintenance I – Parks

Department:	Parks	Salary Grade: 7 \$13.70
Reports To:	Public Works Director	FLSA: Standard/Non-Exempt

Purpose:

Responsible for the maintenance, repair and upkeep of the City of Sanger public properties and facilities.

Essential Job Functions and Responsibilities:

Essential duties and functions may include the following. Must possess required knowledge skills, abilities and experience and to be able to explain and demonstrate, with or without reasonable accommodations that the essential functions of the job can be performed. Other related duties may be assigned.

- Performs routine building repairs like minor plumbing, carpentry, painting and heating/ventilation and air conditioning in city owned buildings using skilled trade practices.
- Receives facilities related work orders and performs necessary corrective action to resolve requests.
- Conducts periodic quality checks on equipment and systems to insure everything is working correctly.
- Performs basic landscape and cleaning duties for the parks and surrounding areas.
- Performs public service functions during storms and inclement weather such as ice, high water, and accidents by sanding bridges, placing and maintaining warning signs, setting up barricades, cutting up and removing fallen trees and assisting the public.
- Plants, fertilizes, cultivates, and irrigates lawns, turf, trees, shrubs, and flowers; mows, trims, edges and fertilizes lawns; prunes and sprays trees and shrubs; sweeps and rakes leaves and prepares and spades flowerbeds.
- Operates lawn maintenance equipment such as small tractors and riding mowers; operates power tools such as chain saws and weed-eaters; uses hand tools such as pick and shovel and inspects equipment before and after use and reports exceptional problems to the supervisor.
- Removes litter from parks and roadside areas; assembles special equipment for use by the public and installs signs, barriers, and parking bumpers.
- Occasionally confers with customers regarding service problems and reports information obtained to supervisor.
- Will assist the recreation department with events on nights and weekend at times.

Knowledge, Skills and Abilities:

- Proficient skills to use hand and power tools (i.e. picks, shovels, rakes, chainsaw, weed-eater); to cut, clear, drag and lift brush and tree limbs; to operate department vehicles and trailers
- Proficient skills to produce finished quality maintenance repair with minimum rework
- Ability to understand and follow verbal and written instructions; ability to work independently in the absence of supervision
- Ability to establish work priorities, multitask and complete job tasks within specified time frame with frequent interruptions and changes in priorities
- Ability to develop and maintain a positive working relationship with staff, fellow employees, elected officials, supervisors, citizens, business and community groups
- Ability to understand and implement problem solving and conflict management techniques
- Ability to understand and implement excellent customer services practices
- Ability to communicate clearly and concisely, both orally and in writing, using proper business English
- Proficient understanding of City safety rules and operating procedures
- Ability to maintain proficiency and knowledge of current and upcoming or new regulations/legislation within areas of responsibility

Minimum Qualifications:

- High School diploma or GED equivalent

The above statements describe the general nature and level of work being performed as of the date of preparation and approval. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the position. Employees holding this position will be required to perform any other job-related duties as requested by management. The job description does not constitute an employment agreement between the employer and employee, and all requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

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Licenses and Certifications:

- Possesses valid Texas Class “C” license when hired
- Obtains/retains within ninety (180) days of employment a valid Texas Class “B” CDL driver’s license

Work Environment/Physical Requirements:

The work environment and physical demands 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.

- Ability to work overtime and/or be on-call for the department during extreme weather and/or the rotation of schedule on nights/weekends; ability to respond to a call within 30 minutes.

Preferences:

- Bilingual in English and Spanish
- Experience with HVAC and general carpentry
- Irrigation system installation and repair
- Athletic field knowledge

This job description is not an employment agreement, contract agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

I have read and understand this job description. By signing below, I further understand and agree that this job description applies to my current position and that I am responsible for meeting the requirements outlined in this job description.

Printed Name

Signature

Date

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