

CITY OF HAVRE

PARKS GROUNDS MAINTENANCE/BULLHOOK MAINTENANCE

DEPARTMENT: Parks & Recreation

ACCOUNTABLE TO: Parks and Recreation Director and Parks Supervisor

SUMMARY OF WORK: General maintenance including grooming, pruning, trimming, removal, and replacement of trees, mowing, and garbage pick-up of city parks and the Bullhook drainage.

JOB CHARACTERISTICS:

Nature of Work: This position performs physical labor and technical work outdoors. Position may work in extreme temperatures and adverse weather. Safety procedures must be followed in dealing with machinery, tools and chemicals. Position may work outside normal hours following severe storms for clean-up.

Personal Contacts: Limited contact with the public; continuous contact with supervisor and fellow employees to schedule and perform duties.

Supervision Received: Daily assignment of duties at morning meetings and by radio or telephone.

Essential Functions: Position requires ability to operate all equipment including hand and power tools, lift heavy objects (50 lbs.); walk on uneven ground; dig with shovels; visually inspect areas; hear spoken works, drive a pick-up.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

- Operates all equipment used in the maintenance and construction work of parks and boulevards. Operates power lawn mowers, riding power rake and thatcher, weed eater, pesticide sprayer, aerial truck, and dump trucks.
- Assists in the construction, installation, maintenance and repair of all underground watering systems. Drives truck to transport crew, equipment and materials to worksite.
- Trims and inspects trees, bushes, and shrubs. Sprays and/or trims as necessary. Mows, rakes and irrigates parks, plants new plantings and transplants; fertilizes. Mows and trims Bullhook drainage.
- Participates in repair work, paints benches and tables, does some concrete work; inspects and does simple custodial work on park restrooms; installs, inspects, and repairs park playground equipment.
- Performs other related duties as required.

JOB REQUIREMENTS:

Knowledge: This position requires a knowledge of tools and equipment for grounds maintenance.

Skills: This position requires skills in use of outdoor power equipment and tools.

Abilities: This position requires the ability to: work in extreme temperatures and adverse weather; lift and maneuver heavy objects; adhere to safety procedures; communicate; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- A High School diploma or GED equivalent.
- Experience in lawn maintenance and use of light equipment helpful.
- Must possess and maintain a valid State of Montana Driver's License.
- Must possess or acquire Community First Aid Certification or equivalent.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties.
- Capably operates trucks and equipment.
- Effectively trims, mows, and maintains lawns and parks.
- Is able to work in heat, cold, and other adverse weather.
- Is alert to minimize and/or eliminate park hazards.
- Follow safety procedures with equipment and chemicals.
- Deals tactfully and courteously with the public.
- Observes work hours
- Demonstrates punctuality.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.

Employee Signature

Department Head Signature