



# Job Description

## Parks Part-time Summer Maintenance Worker

### **DISTINGUISHING FEATURE OF THE CLASS:**

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The fundamental reason this classification exists is to perform a variety of park maintenance work under the general guidance of the Public Works Director. The employee in this class is to perform a variety of duties under the direction of the Parks & Grounds Supervisor, including but not limited to maintaining and caring for the cemetery, parks and city owned property.

### **ESSENTIAL FUNCTIONS:**

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#### *Parks and Grounds*

- Mows and trims lawns, shrubs, etc;
- Trims trees, removes branches and debris;
- Fertilizes lawns and flower beds;
- Sprays for proper weed and pest control;
- Waters lawns, flower, shrubs, etc at proper intervals;
- Cleans leaves, limbs and other debris from city grounds;
- Cleans rest rooms;
- Plants flowers, shrubs, trees, etc;
- Repairs lawn mowers and other tools;
- Cleans and performs minor repairs on buildings, picnic tables, playground equipment, etc;
- Adhering to safety protocol in operating equipment.

#### *Cemetery and Sprinkler System*

Assists in the following:

- In cemetery, according to established protocol, measures and digs grave, removing headstone is necessary, and prepares grave, installs vault in grave;
- Closes grave, replaces grass and cleans up and does necessary repairs which may include sprinkler line damage, tree damage, headstone damage, etc;
- In a timely manner, operates, maintains and fixes automatic and manual sprinkler systems;
- Maintains time clocks and computers on a regular basis;
- Sets or repair clocks as needed;
- Maintains automatic valves check or repair on a regular basis;

- Checks sprinkler lines for leaks and repairs as needed;
- Checks, repairs, and adjusts sprinkler heads (pop-up, standards, manual) on a regular basis;
- Maintains effective working conditions of drinking fountains and rest rooms;
- Stocks PVC part in various sizes and sprinkler heads according to inventory protocol.

*Winterization (if employed through the fall)*

- Turns off all water lines as appropriate for winter;
- Each fall, drains sprinkler lines, valves, drinking fountains, bathroom plumbing;
- Turns off all time clocks;
- Deposits appropriate winterization fluid in all valves and bathrooms.

#### **NON-ESSENTIAL FUNCTIONS:**

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- Assist other departments as assigned.

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

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*Knowledge of:*

- Parks and grounds maintenance;

*Skills of:*

- Repairing lawn mowers and other machines.

*Ability of:*

- Ability to get along well with fellow workers and to work independently

*Additional Requirements:*

- Must be at least 17 years old at time of appointment. (If under 18 will be limited on equipment use)
- Must possess a valid Utah driver's license.

#### **ACCEPTABLE EXPERIENCE AND TRAINING:**

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- High school diploma or equivalent.