

DEPARTMENT: Engineering and Operations

ACCOUNTABLE TO: Parks Foreman

SUMMARY OF WORK: Performs physical labor duties associated with vehicle maintenance, street maintenance, parks and recreation, facility maintenance and other duties as assigned by the Supervisor and/or Director of Engineering and Operations.

JOB CHARACTERISTICS:

Nature of Work: This position performs strenuous physical labor. Position may work out of doors in adverse weather conditions and extreme temperatures. Position requires adherence to practices of safety in operation of equipment and while working with machinery. Proper use of safety equipment and clothes for inclement weather is required in order to prevent injury and illness. This position is on call for emergencies and adheres to standards of confidentiality.

Personal Contacts: Daily, yet limited, contact with the public.

Supervision Received: Daily assignment of duties from the Engineering and Operations Supervisor.

Essential Functions: This position requires ability to lift and carry heavy objects, manually dig, walk on uneven ground, operate and maintain heavy equipment, read labels, see approaching traffic, and operate hand tools.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

Vehicle Maintenance: Perform routine maintenance on City equipment and tools. Demonstrate upon request, the safe and proper way to use the tools and equipment used in the Engineering and Operations Department. Demonstrate upon request the ability and knowledge to make routine maintenance checks on all equipment and tools used in the Engineering and Operations Department. Demonstrate upon request the ability and knowledge to change the oil and filters on City vehicles, check fluid levels, lubricate City Vehicles, lubricate tools and equipment, clean and repair City tools.

Parks and Recreation: At the direction of the Foreman, maintain City parks, playgrounds and ballfields. Ability and knowledge to safely operate City lawn mowers and parks tools and equipment. Ability and knowledge to perform the following tasks: mow and trim grass; irrigate park grounds; trim trees and shrubs; routine maintenance of restrooms and playground equipment; plant ornamental flowers/plants and provide routine care; and routine repair and maintenance of playground equipment. Ability and knowledge to recognize potential failures of playground equipment and notify the Foreman of any needed repairs.

Facility Maintenance: At the direction of the Foreman, maintain city buildings, garages and structures. Upon the direction of the Foreman; maintain and/or repair City facilities and buildings such as grandstands, fences, restrooms facilities, storage sheds, shop facilities and garages. Upon the direction of the Foreman; maintain and/or repair the City Hall and other City

buildings. Upon the direction of the Foreman; perform janitorial services at City buildings, parks, playgrounds and public restrooms.

Performs other related duties as required and other duties as assigned by the Foreman. Other duties such as: show incentive to be a self-starter and ability to work alone with little or no supervision. Must be cognizant of laws relating to OSHA and other requirements pertaining to "On the Job Safety". Must be courteous to the public and answer questions courteously no matter what the circumstances. Upon the request of the Foreman, assist the Department in the collection and recording of information such as the location of irrigation and water valves, and underground wiring.

JOB REQUIREMENTS:

Knowledge: This position requires a knowledge of safety procedures in the use of equipment and in the physical lifting of heavy materials; knowledge of operation and maintenance; and capabilities of operating a variety of hand and power tools.

Skills: This position requires skills in handling heavy materials, operating hand and power tools, maintenance, and cleaning techniques.

Abilities: This position requires the ability to: work during inclement weather conditions; walk for extended periods of time; climb ladders and other obstacles; lift weights up to 70 pounds; communicate effectively orally and in writing; 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:

- High School Diploma or GED.

Special requirements:

- Must be 18 years of age, or older
- Must have a valid Montana Driver's License.
- Must be eligible for coverage by the City's insurance carriers.

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.
- Maintains accurate and timely records.
- 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.
- Demonstrates physical stamina to perform duties.
- Adheres to practices of safety in use of tools and equipment.
- Is able to work in adverse weather and extreme temperatures.
- Services and maintains equipment and machinery as needed.
- Adheres to standards of confidentiality.

Approved by Human Resource Committee: November 15, 2016

Employee: _____ Date: _____

Supervisor: _____ Date: _____