

**CITY OF MIAMISBURG, OHIO
POSITION DESCRIPTION
PARKS AND RECREATION DEPARTMENT**

Class Title: Maintenance Worker
Department: Parks & Recreation
Division: Park & Facilities
Hours: Part-Time/Seasonal

Civil Service Status: Unclassified
FLSA Class: Exempt
Location: Service Center

General Purpose

Performs unskilled and semi-skilled labor as directed for normal maintenance of Parks and Recreation facilities and properties.

Supervision Received

Works under the general guidance and direction of Parks & Facilities Supervisor, or designee.

Supervision Exercised

May supervise seasonal maintenance workers.

Essential Duties and Responsibilities

Performs manual labor to maintain parks such as: mowing, athletic field preparations, cleaning shelters & restrooms, and maintenance to all park features in accordance to operational standards and/or performs skilled and unskilled maintenance tasks at public buildings and facilities under the direction of a Parks and Facilities Supervisor.

Participates in monthly safety training exercises.

Performs inspections of facilities and amenities in accordance to standards, performs necessary maintenance, documents findings and repairs, reports additional needs and/or concerns to supervisor.

Documents daily tasks accomplished.

Perform set-up, tear down and on-site support for events and programs as assigned.

Apprises supervisor of maintenance work status.

Operates vehicles, equipment and tools as qualified and trained; ensures safe performance of all tasks.

Maintains positive front-line public relations and customer service to both internal and external customers.

Communicates effectively with supervisor, co-workers, contractors and public.

Assist other departments as assigned by supervisor.

Complies with all City policies.

Performs all other duties as assigned.

Education & Experience Requirements

Must possess a valid Ohio drivers license.

Necessary Knowledge, Skills and Abilities

Ability to communicate effectively both orally and in writing with supervisors, co-workers, public and other City officials.

Ability to work independently and perform duties in accordance to operational standards.

Ability to inspect facilities and document results in accordance to operational standards.

Knowledge and experience in mowing operations, landscaping, athletic field preparations, tree and shrub care, and maintenance operations for parks and site amenities.

Knowledge and experience in operating and maintaining equipment for mowing, landscape, athletic field preparation and other park maintenance duties and/or has knowledge and experience in skilled or building trades.

Ability to safely utilize vehicles, tools, equipment, and materials to perform assigned tasks.

Knowledge of safety protection equipment and safety practices related to work tasks and outdoor weather elements.

Tools and Equipment Used

Tools and equipment related to job functions for specific certifications.

Powered equipment: Riding mower, push mower, trimmers, chain saws and leaf blowers.

Automatic and manual shift vehicles including trucks (pulling trailers), forklifts, tractors, and bucket trucks.

Various types of trailers.

Power and hand tools for carpentry, painting, and various repairs.

Landscaping hand tools: shovels, rakes, hoes, etc.

Horticulture tools: including tree root injector, large capacity water tank, and gardening tools.

Athletic field maintenance equipment: diamond drag, paint sprayers, liners.

Janitorial equipment: mops, vacuums, brooms, and cleaners.

Communication equipment such as two-way radios and pagers.

Physical Demands

The physical demands stated here are representative of those that must be met by the 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.

While performing the duties of this job, the employee is frequently required to walk, climb, balance, stoop, kneel, crouch or crawl, talk or hear. The employee is required to use hands and fingers to handle, feel, or operate objects, tools, or controls, and reach with hands and arms.

The employee must frequently lift and/or move up to 100 pounds. The employee must be able to distinguish subtle changes in color and shape, depth perception, good reflexes and visual perception speed, hand- to- eye coordination, good balance. Must possess fine motor skills, have control over hands and fingers, correctable near, farsighted and peripheral vision, good common sense and judgment concerning safe operation of equipment and tools.

Work Environment

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 works near moving mechanical parts and works in outside weather conditions. The employee is occasionally exposed to hot, cold, wet and/or humid conditions, fumes, toxic or caustic chemicals. The noise level in the work environment can be extremely noisy in work areas. The employee will be expected to work alone for long periods of time.

Selection Guidelines

Formal application, rating of education and experience; oral interview and reference checks; job related test may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

The job description does not constitute an employment agreement between the City and employee and is subject to change by the City.