

POSITION: Park Maintenance I

DEPARTMENT: Park Operations

REPORTS TO: Park Operations Manager

FLSA CLASSIFICATION: Non-Exempt

REVISION DATE: October 2020



SUMMARY

Under supervision of the Park Foreman, the Park Maintenance I Worker operates various equipment and vehicles and performs various maintenance and repair work related to the Park District's infrastructure. This is the first level in a two-level series.

KEY ACCOUNTABILITIES:

General Park Maintenance – 65%
Safety – 15%

Inventory Maintenance – 10%
Public Relations – 10%

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform turf, plant and landscape grounds maintenance functions including: refuse pickup, seeding, sodding, fertilizing, mowing, trimming, aerating and related assignments.
- Execute a variety of field mechanical and horticultural assignments including: tree trimming, tree removal and planting.
- Maintain facilities and grounds in a clean, safe, sanitary condition. Perform preventive maintenance functions in accordance with park maintenance standards.
- Operate a variety of park maintenance equipment such as: sweepers, mowers, tractors, trucks, trimmers and related equipment in a safe manner.
- Perform routine equipment maintenance.
- Transport machines, vehicles, tools, plants, personnel and materials in a safe and efficient manner.
- Perform routine maintenance on flower beds, nursery, sliding hills, ice rinks, athletic fields, sport courts, roads, parking areas, irrigation systems, weed spraying, trails and multi-use areas as assigned.
- Under supervision and direction, assist in construction and renovation of park grounds, facilities and equipment.
- Provide assistance and support for special events which weekend and evening duties may be assigned.
- Follow, support and uphold the West Fargo Park Districts Standards and Expectations for Employee Excellence.
- Ability to work according to the general safety rules and procedures for all park maintenance activities.
- Perform all other related duties as apparent or assigned.

MINIMUM QUALIFICATIONS

- High School diploma or equivalent.
- 3 years' experience in a related municipal field.
- Ability to create and maintain effective working relationships with peer, superiors and other City departments, subordinates, vendors, contractors, external government agencies and organizations.
- Strong communication skills, both orally and in writing.
- Possess a basic knowledge of computers and the skills to use this tool in the application of data processing and communication. (Microsoft Word, Excel, and Outlook).
- Valid driver's license.

PHYSICAL AND MENTAL DEMANDS

Work is performed within Park District properties and job site locations that will require sitting, squatting, bending, climbing and reaching. The employee may be required to occasionally perform a full range of motion with lifting and or carrying items weighing up to 50 pounds. The mental and physical requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.

WORKING ENVIRONMENT

Activity may involve being in and around moving equipment. Activity is subject to weather conditions of the seasons, fumes, gasses and exposure to dust. The employee may also be exposed to hazardous chemicals and infectious diseases. The work environment characteristics described here are representative of those an individual encounters while performing the essential functions of this position.