



Job Description

Position: Fulltime Maintenance – Parks Division
Department: Public Works
Salary: \$19.00-\$24.00 hourly DOQ
Benefits: Yes

SUMMARY

Maintains parks, greenbelts and open space within the Town of Gypsum. Perform labor and duties in irrigation and other maintenance of public parks, town property, and facilities. Also performs work within other divisions of the Public Works Department and Special Events. May be required to assist in other areas of Public Works functions.

SUPERVISION RECEIVED

Works under the general guidance of the Parks Supervisor and Assistant Parks Supervisor.

SUPERVISORY RESPONSIBILITIES

Assists the Parks Supervisor with the supervision of seasonal parks maintenance workers, volunteers, and community service workers, as required and assigned.

WORK ENVIRONMENT

While performing the essential functions of this job, the employee is regularly exposed to outdoor weather conditions, bending, stooping, reaching, standing, walking noise and fumes on an on-going basis. Must be capable of lifting up to 60 lbs.

ESSENTIAL DUTIES AND RESPONSIBILITIES Duties may include but are not limited to the following. Other duties may be assigned.

- Assists in the training and supervision of seasonal parks maintenance workers, volunteers, and community service workers.
- Mows and maintains parks, greenbelt, and open space areas.
- Weekly inspections of irrigation systems in parks and greenbelts.
- Inspects, washes, and performs routine maintenance of park drinking fountains and restrooms.
- Maintains public facilities such as playing fields, volleyball courts, basketball courts, playgrounds, public restrooms and picnic shelters.

- Performs minor semi-skilled interior building maintenance such as painting, plumbing, carpentry, and other unskilled and semi-skilled trades work.
- Performs routine maintenance on lawn and power equipment.
- Assists in ice skating facilities maintenance.
- Plants and maintains landscaping, including lawns, trees, shrubs, and flowers
- Carries out the seeding, fertilizing, topdressing, soil conditioning, watering, and the pest and weed control of parks and open spaces
- Maintains and adjusts specialized turf care equipment and tools, including electric motors, pumps, sprinklers, tractors, mowers, and irrigation systems.
- Operates numerous pieces of light and heavy equipment; a variety of hand tools, meters, and gauges in the maintenance of public parks and facilities such as brooms, rakes, shovels, skid loaders, lawn mowing equipment, backhoes, snowplows, front-end loaders, etc.
- Maintains current skills and knowledge in the proper and safe techniques of maintenance functions.
- Assists in setting up and taking down equipment for various park and recreation programs and prepares facilities for park and recreation program use.
- Prepare and maintain logs and records concerning maintenance of facilities, use of fertilizers, chemical, pesticides, herbicides and general needs of vehicles and equipment used in the public parks and facilities.
- Plow and maintain Public Roadways and trails as assigned.
- Establish and maintain professional and good working relationship with fellow employees, the general public, and outside vendors.
- Must be capable of performing duties in conjunction with other divisions within the department through cross-training, such as vehicle maintenance, building, and grounds, trash, and water operations.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of equipment, materials, and supplies used in parks maintenance; working knowledge of equipment and supplies used to do minor repairs; working knowledge of first aid and applicable safety precautions.
- Skill in the operation of listed tools and equipment.
- Ability to work independently and to complete daily activities according to work schedule; ability to lift heavy objects, walk and stand for long periods of time, and to perform strenuous physical labor under adverse field conditions; ability to communicate orally and in writing; ability to use equipment and tools properly and safely; ability to understand, follow, and transmit written and oral instructions; ability to establish effective working relationships with employees, supervisors, and the public; ability to perform basic mathematical computations

EXPERIENCE / EDUCATION

- Graduation from high school or GED equivalent,
- Two years experience in landscape and maintenance work, or
- Any combination of education, training, and experience which provides the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS

- Must have a valid Colorado Driver's license
- Class B Commercial Driver's license, or ability to obtain.

TOOLS AND EQUIPMENT USED

A pickup truck, lawn and landscaping equipment, including mowers, aerators, chain saws, edgers, weed trimmers, electric motors, pumps, sprinklers, irrigation systems, miscellaneous hand and power tools.

This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skill, efforts, or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements essential for making compensation decisions.

Employee Signature

Date