



Town of Gypsum Job Description

Position: Seasonal Maintenance – Parks Division
Department: Public Works
Salary: \$11.00 - \$15.00/hr.
Benefits: No
Update: March 12, 2017

SUMMARY

Perform a wide variety of duties relating to maintenance/mowing of parks, greenbelts, open space, public restroom facilities and trash removal.

SUPERVISION RECEIVED

Works under the general guidance of the Parks Supervisor and other full-time Parks Maintenance personnel.

SUPERVISORY RESPONSIBILITIES

None.

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 40 lbs.

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

- Assists in maintenance and mowing of parks, greenbelt, and open space areas.
- Inspects, washes, and performs routine maintenance of park drinking fountains and restrooms.
- Assists with maintenance of public facilities such as playing fields, volleyball courts, basketball courts, playgrounds, public restrooms and picnic shelters.
- Paint designated playground equipment and facilities as needed.
- Performs routine maintenance on lawn and power equipment.

- Plants and maintains landscaping, including lawns, trees, shrubs, and flowers
- Maintain a friendly appearance towards everyone while working in public parks and facilities.
- Operates a motor vehicle and numerous pieces of light equipment; a variety of hand tools, meters, and gauges in the maintenance of public parks and facilities such as brooms, rakes, shovels, weed trimmer, lawn mowing equipment, etc.
- Maintains current skills and knowledge in the proper and safe techniques of equipment operation and 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.
- Establish and maintain professional and good working relationship with fellow employees, the general public, and outside vendors.
- 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/or in a group setting to complete daily activities according to work schedule; ability to lift 40 lbs., 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

- Some landscape or park maintenance preferred.

TRAINING

- Willingness to learn.

SPECIAL REQUIREMENTS

- Must have a valid Colorado Driver's license, or ability to obtain.
- Must wear personal safety equipment such as ear protection, vests, safety goggles, etc.

TOOLS AND EQUIPMENT USED

A pickup truck, four wheelers/ranger, lawn, and landscaping equipment, including mowers, aerators, chain saws, edgers, weed trimmers, 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