Position Title	MAINTENANCE WORKER II	Department	Parks and/or Cemetery
FSLA Status/ Union	Non-Exempt (hourly) Non-union	Subject to Recall	Yes. On call duty on a rotation basis.
Shift work	No, but work may include some evening and/or weekend hours.	Residency Requirement	30 minutes from duty station, per Google Maps within six months of hire
Supervision Received	General supervision from upper-level supervisor or management staff.	Supervision Exercised	Functional and technical supervision over assigned Maintenance Worker I and seasonal staff.

DESCRIPTION OF WORK

Maintain public grounds, cemetery grounds, equipment, buildings, parks, athletic fields, and facilities for the city. Exercise independent judgment in decision making. Ensure that the work of the crew is performed to departmental standards. Prioritize work.

QUALIFICATIONS

•High school diploma or equivalent
•Two years' experience in repair and maintenance of grounds, buildings, or facilities.
•Irrigation experience preferred.
•Mechanic experience preferred.

SPECIAL REQUIREMENTS

•Possession of a valid driver's license with CDL endorsement (CDL must be obtained within one year of employment).
•Must obtain and maintain herbicide applicator's license within one year of employment.

ESSENTIAL FUNCTIONS OF THE JOB

- Assist in the training, directing, and supervising of temporary, seasonal and Parks Maintenance Worker I employees.
- Serve as a lead worker of a crew performing duties such as landscaping, grounds keeping, pesticide handling, irrigation, and tree trimming/removal.

Landscaping/Irrigation—create new functional outdoor areas and upgrades and maintains existing landscapes; plant bushes, trees, sod, and other forms of vegetation; mow, edge, trim, fertilize, water, and mulch lawns and grounds; grade property by creating or smoothing hills and inclines; install, maintain, and repair lighting or sprinkler systems; and build/install walkways, terraces, patios, decks, and fountains.

Interment—May supervise burial procedures and the setting of tombstones and markers. Locate gravesites, tombstones, and markers; open and close graves, and assist with disinterment.

Groundskeeping—maintain existing grounds and facilities; care for lawns, trees, shrubs and plants; maintain playgrounds; clean buildings, park drinking fountains and restrooms; prepare facilities for recreation use; assist in setting up and taking down equipment for various park and recreation programs; keep parking lots, picnic areas and other public spaces free of litter; clear snow from walkways, bike trail, and parking lots; use irrigation methods to adjust water consumption and prevent waste; maintain and repair various athletic fields such as baseball, softball and soccer as well as tennis courts, aquatic system and wading pools, and playground equipment; maintain, repair, and/or replace concrete surfaces, parking lots, grounds keeping equipment, pools, fountains, fences, planters and fences; inspect buildings and equipment, make needed repairs, and keep everything freshly painted; open and close, lock and unlock buildings and facilities as needed.

Customer Service—Provide information and coordinate cemetery activities with funeral homes, florists, monument companies and the general public; advise families regarding burial activities. Assist the public in purchasing lots and spaces; maintain records of cemetery lot sales and burials. Arrange for burials; assist funeral directors in the planning of burials; accept and deposit fees. Answer questions and provide information to the public regarding burial procedures or cemetery operations; investigate complaints and recommend corrective action as necessary to resolve complaints. Provide assistance to the public in locating gravesites for burial and identifying property ownership. Coordinate with vendors and the public with Duncan Field and any other facilities that require interaction.

Pesticide Handling—mix herbicides, fungicides, or insecticides for application to trees, shrubs, lawns, and other plantings; fill sprayer tanks with water and chemicals according to formulas; apply them through sprays, dusts, or vapors into the soil or onto plants.

Irrigation – Participate in a variety of duties related to the installation, maintenance, and repair of irrigation systems in parks and ball fields; locate and repair water breaks; install, adjust, maintain, and repair electronic timers; repair a wide variety of sprinkler heads and line.
Administrative—Assist with Cemetery and Park improvements. Assist with duties of the Superintendent in his/her absence. Keep records of work completed.
Tree Removal/Trimming—cut away dead or excess branches from trees or shrubs to clear roads or sidewalks or to improve the appearance, health, and value of trees; plant, prune, trim, shape and remove city terrace & park trees and shrubs and other plantings. May diagnose and treat tree diseases and perform preventive measures to keep trees healthy.
Mechanical Maintenance - Perform routine maintenance, inspections, and repairs on vehicles, equipment, and machinery. Conduct preventive maintenance, including oil changes, lubrication, filter replacements, and fluid checks. Inspect, troubleshoot, and repair mechanical components as needed. Assist with equipment servicing, breakdowns, and emergency repairs as needed.

ADDITIONAL EXAMPLES OF WORK PERFORMED

•May serve on various employee committees.
•May assist other departments during emergencies.

REQUIRED KNOWLEDGE AND ABILITIES

Knowledge of:

- Equipment, materials, and supplies used in building and ground maintenance, first aid and applicable safety precautions.
- Cemetery operating and maintenance policies and procedures, including state and municipal laws and regulations.
- Traffic laws, ordinances, and rules involved in truck and equipment operations.
- Purposes and uses of a variety of vehicles, equipment, power tools, and hand tools.
- Irrigation systems; plants, trees, and shrubs
- Basic math

Ability to:

- Work effectively in the absence of close supervision and follow verbal and written instructions to complete daily activities according to work schedule.
- Provide functional technical supervision to assigned personnel.
- Work in a variety of weather.
- Lift heavy objects, walk and stand for long periods of time, and perform strenuous physical labor under adverse field conditions.
- Operate a variety of vehicles, equipment, and tools in a safe and effective manner.
- Install, maintain, and repair irrigation systems.
- Assist in the training and supervision of others in the safe operation of equipment and performance of functions.
- Communicate verbally and in writing and understand, follow, and transmit written and verbal instructions.
- Maintain accurate records and monitor a budget.
- Ability to establish and maintain effective working relationships with those contacted while conducting work.
- Make routine arithmetic calculations.

EQUIPMENT

Proficiency in the use and operation of equipment including but not limited to the following items listed below. The omission of specific items does not exclude them from the position if they are similar.

•pickup truck	•mower	•weed whip	•chainsaw	•edger
*sprayers	*tamper	*snow plow	*trencher	*compressors
•sprinklers	•sprayer	•irrigation system	•hand tools	•power tools
•paint equipment	•telephone	•two-way radio	•skid loader	•front end loader
•backhoe	•grinder	•tractor & implements	•ladder	•hedge trimmer
•electric motor	•welder	•cutting torch	•pump	•jackhammer

•janitorial equipment •dump truck •edge and trimmers •prentice loader •boom truck
•drag lines •aerators •miscellaneous carpentry equipment
•office equipment, including computer and word processing software, printer, copy machine
•swimming pool equipment including chlorination system, boiler, valves, filtration devices, gauges, etc.

ENVIRONMENTAL CONDITIONS

The work environment, locations and characteristics described here are representative of those an employee encounters while performing the essential functions of the job.

•***Occasionally (1% - 33%)***

Blood-borne pathogens; Chemicals/hazardous waste; Computers/Monitors; Confined spaces, Contaminants (pollutants, gases, dusts or odors); Electrical hazards; Extreme brightness; High or precarious places; Loud noise levels; Toxic or caustic chemicals; Wet and/or humid conditions (non-weather)

•***Frequently (34% - 66%)***

Acidic, harsh or oily substances; Fumes or airborne particles; Minor burns, cuts, bites or stings; Moderate Noise levels; Moving mechanical parts; Vibration.

•***Constantly (67% - 100%)***

Outside weather conditions

PHYSICAL REQUIREMENTS

•***Occasionally (1% - 33%)***

Reach across Midline; Feeling (perceive attributes of objects); Crouching/Squatting, Crawling; Balancing; Stooping; Kneeling; Climbing; Taste or Smell; Color Distinction

•***Frequently (34% - 66%)***

Sitting, Standing; Walking, Fingering (pinch/pick); Change of Position; Reaching (extended hands/arms); Handling (hold, grasp, seize, turn); In/Out of Machine; Hearing; Near Acuity; Far Acuity; Depth Perception; Field of Vision

•***Constantly (67% - 100%)***

Hearing

MACHINE CONTROL OPERATION

•***Occasionally (1% - 33%)***

Fine Manipulation

•***Frequently (34% - 66%)***

Arm/Hand; Leg/Foot; Simple Grasp (gasp lightly); Firm Grasp (use pressure/force)

LIFTING

•***Occasionally (1% - 33%)***

Lifting/Lowering (waist level) 50-100 lbs; Lifting/Lowering (chair to floor) 50-100 lbs; Lifting/Lowering (above shoulder) 10-50 lbs; Carrying 50-100 lbs; Pushing/Pulling (force exerted) 50-100 lbs

•***Frequently (34% - 66%)***

Lifting/Lowering (waist level) 25-50 lbs; Lifting/Lowering (chair to floor) 25-50 lbs; Pushing/Pulling (force exerted) 25-50 lbs

•***Constantly (67% - 100%)***

Pushing/Pulling (force exerted) 10-20 lbs

Heavy Work – Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly.